



**First Health
Services Corporation**

VAMMIS

**CHANGE MANAGEMENT
SYSTEM
DSD**

Version 1.5

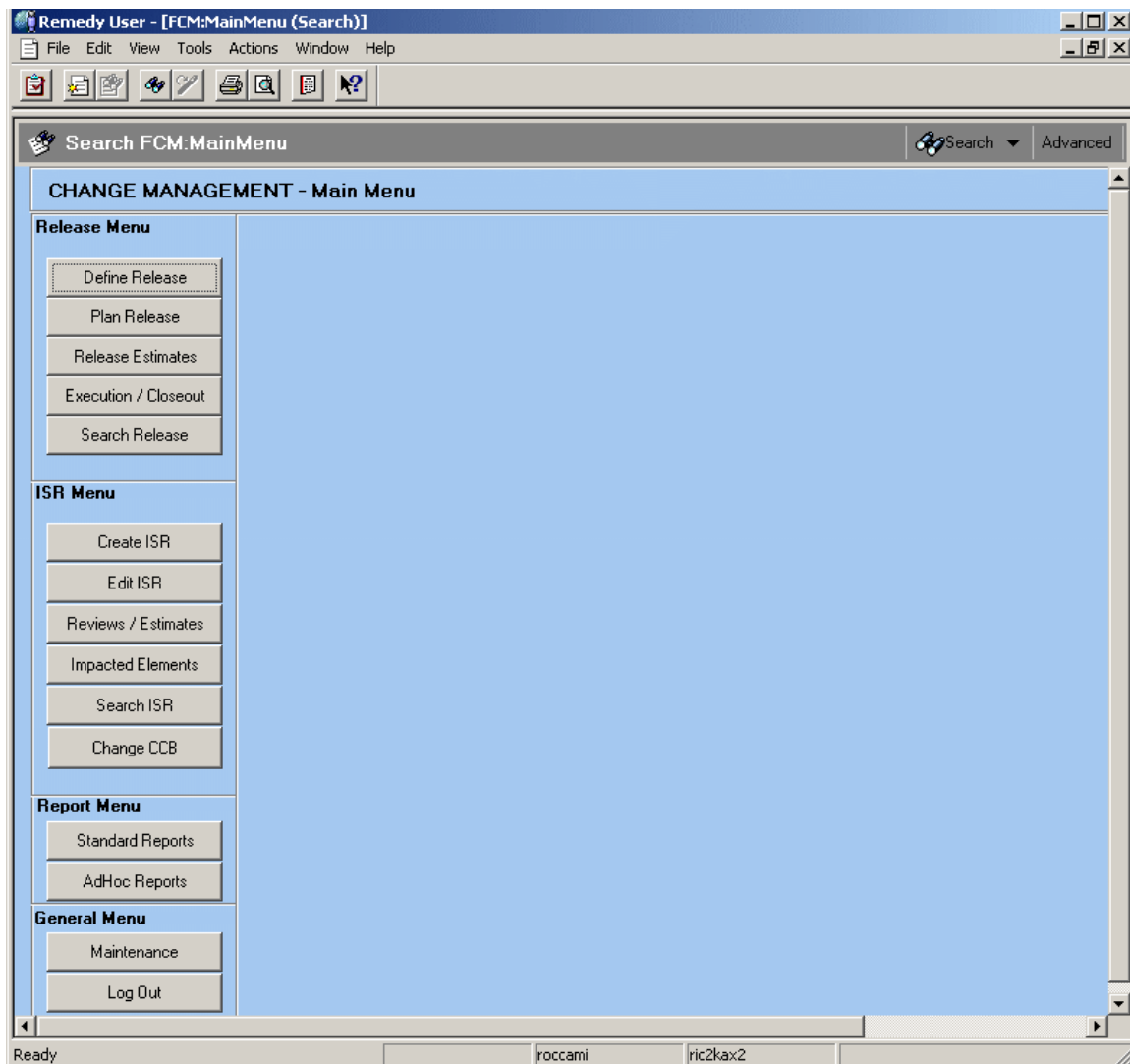
February 23, 2006

Document Version Control

Table of Contents

| | |
|---|-----|
| Document Version Control | 1 |
| Table of Contents..... | 3 |
| Main Menu | 14 |
| Release Menu – ‘Define Release’ | 6 |
| Release Menu – ‘Plan Release’ | 10 |
| Release Menu – ‘Release Estimates’ | 17 |
| Release Menu – ‘Execution / Close Out’ | 23 |
| Release Menu – ‘Search Release’ | 47 |
| ISR Menu – ‘Create ISR’ | 48 |
| All ISR Types except ‘ADH’ | 50 |
| Regular ISR Form (Base version)..... | 52 |
| Regular ISR Form (LMR version)..... | 63 |
| Regular ISR Form (MSR version)..... | 65 |
| ISR Type ‘ADH’ Only..... | 69 |
| Adhoc ISR Form..... | 70 |
| ISR Menu – ‘Edit ISR’ | 78 |
| ISR Form (Base version) | 80 |
| LMR Form | 81 |
| MSR Form..... | 82 |
| Adhoc Form..... | 87 |
| ISR Menu – ‘Reviews/Estimates’ | 87 |
| ISR Menu – ‘Execution/Closeout’(Except Adhoc) | 99 |
| Documentation Screen..... | 120 |
| ISR Menu – ‘Search ISR’ | 122 |
| ‘Regular ISR’ Search Screen | 124 |
| ‘Components’ Search Screen..... | 124 |
| ‘Adhoc ISR’ Search Screen | 126 |
| ‘Regular ISR’ Search - Example | 127 |
| ‘Components’ Search - Example | 128 |
| ‘Adhoc ISR’ Search - Example | 129 |
| ‘Regular ISR’ Advanced Search – Example..... | 132 |
| ISR Menu – ‘Change CCB | 137 |
| Report Menu – ‘Standard Reports’ | 140 |
| View/Print Standard Report..... | 141 |
| Save Standard Report on Desktop | 143 |
| Print Standard Report | 143 |
| Report Menu – ‘Adhoc Reports’ | 148 |
| To Create Adhoc Reports | 151 |
| General Menu – ‘Maintenance’ | 167 |
| General Menu – ‘Log Out’ | 193 |
| Report Requirements..... | 194 |

MAIN MENU

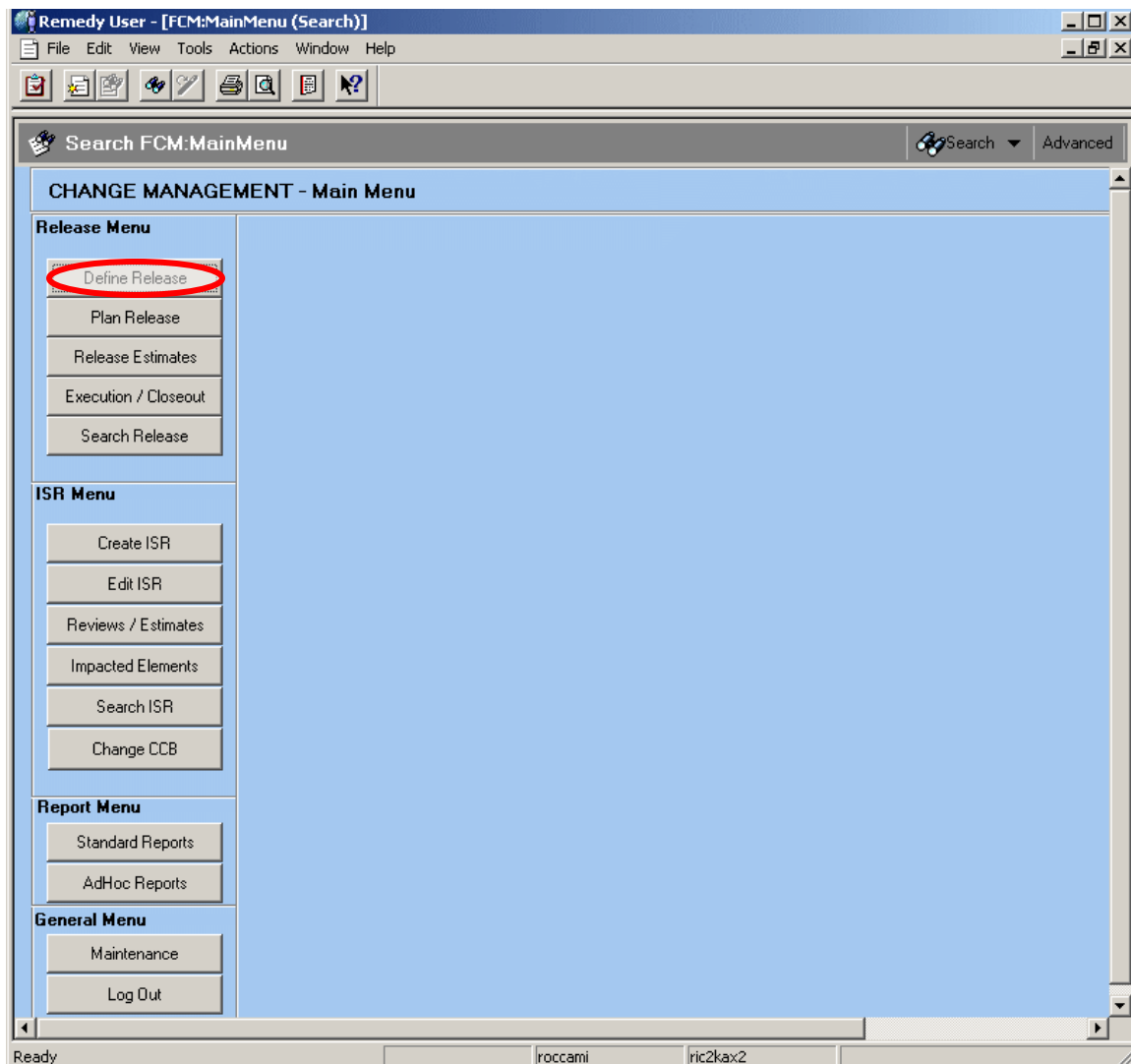


'Main Menu' screen (shown above) contains the following options:

- Release Menu – Options to operate on 'Release' related information are
 - Define Release;
 - Plan Release;
 - Release Estimates;
 - Execution / Close Out;
 - Search Release
- ISR Menu – Options to operate on 'ISR' related information are
 - Create ISR;
 - Edit ISR;

- Reviews / Estimates;
- Impacted Elements;
- Search ISR;
- Change CCB.
- Report Menu – Options to perform the reporting function are
 - Standard Reports;
 - Adhoc Reports.
- General Menu – Options to access are
 - Maintenance;
 - Log Out.

Release Menu - 'Define Release'



- 'Define Release' is used by DMAS to plan future releases. This is accessible to the DMAS CM Coordinator only.
- When 'Define Release' control under 'Release Menu' is clicked, then the screen (Define/Plan Release Page) shown below is displayed.

- 'Release Status' can have the following values:
 - **Project-To Be Defined:** Initial setting when Release is defined.
 - **Project-Assignment:** Set to this value when one or more ISRs are assigned to Release. Reset to 'Project-To Be Defined' when no ISRs remain as a result of all the ISRs being unassigned.

Note: When ISR is assigned to a Release, value in 'Release No.' field is also used to automatically populate the 'Release No.' field for ISR. Additionally, 'ISR Status' field for ISR is automatically set to 'Approved-Assigned to Baseline/Project' (refer to 'All ISR Types except ADH' section within 'ISR Menu' option for more details).
 - **Project-Submit-Approved:** Set when 'CCB/CM Approval Name' field is entered and indicates submission of the project to FHS for the Project Planning Package (PPP).
 - **Project-Decision:** Set when 'Actual PPP Date from FHS' field is entered and indicates the start of PPP review by DMAS.
 - **Project-Approved:** Set when 'CCB Approval Name' field is entered and indicates the approval by DMAS to have the project executed.

Note: All ISRs associated to Release also have the ‘ISR Status’ field automatically set to ‘Approved’(refer to ‘All ISR Types except ADH’ section within ‘ISR Menu’ option for more details)..

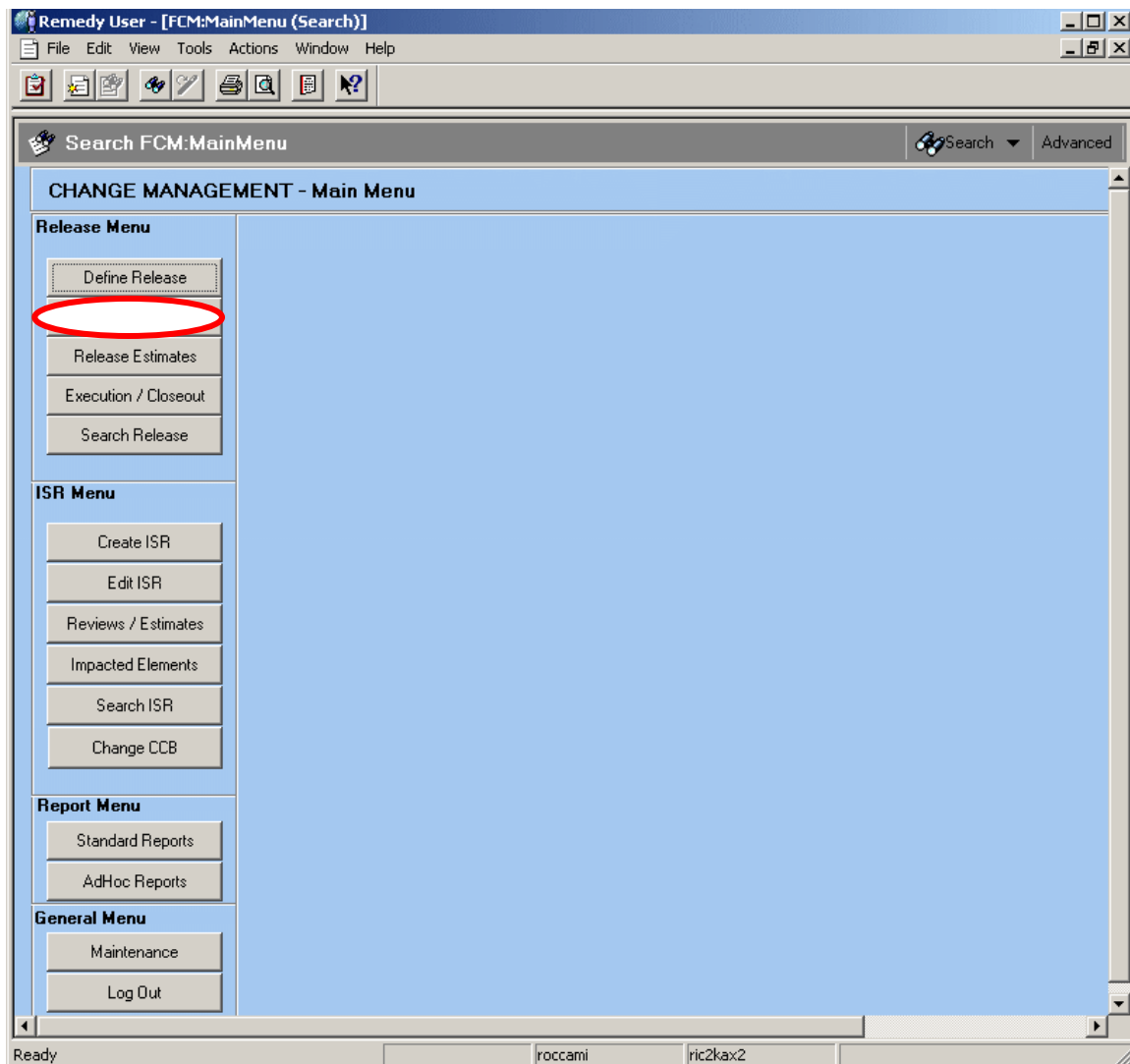
- **Project-In-Progress:** Automatically set when any ISR associated to the Release has FHS ‘Date Started’ field entered (refer to ‘All ISR Types except ADH’ section within ‘ISR Menu – Execution/Close Out’ option for more details). This indicates the start of work on the Project/Release by FHS.
 - **Project-Complete/Awaiting Billing:** Set when ‘Build No’ information is entered and indicates the completion of Project/Release by FHS.
 - **Project-Complete/Closed:** Set when ‘Project Close Date’ field is entered and indicates the verification/acceptance of all deliverables as well as payment having been made for the Project/Release related invoice(s).
- Information on the fields related to the ‘Define Release’ function is shown in the table below.

Note: to have the ‘Platform’ and ‘Release Title’ fields must be entered and saved before order for the fields on the ‘Define/Plan Release’ tab are enabled.

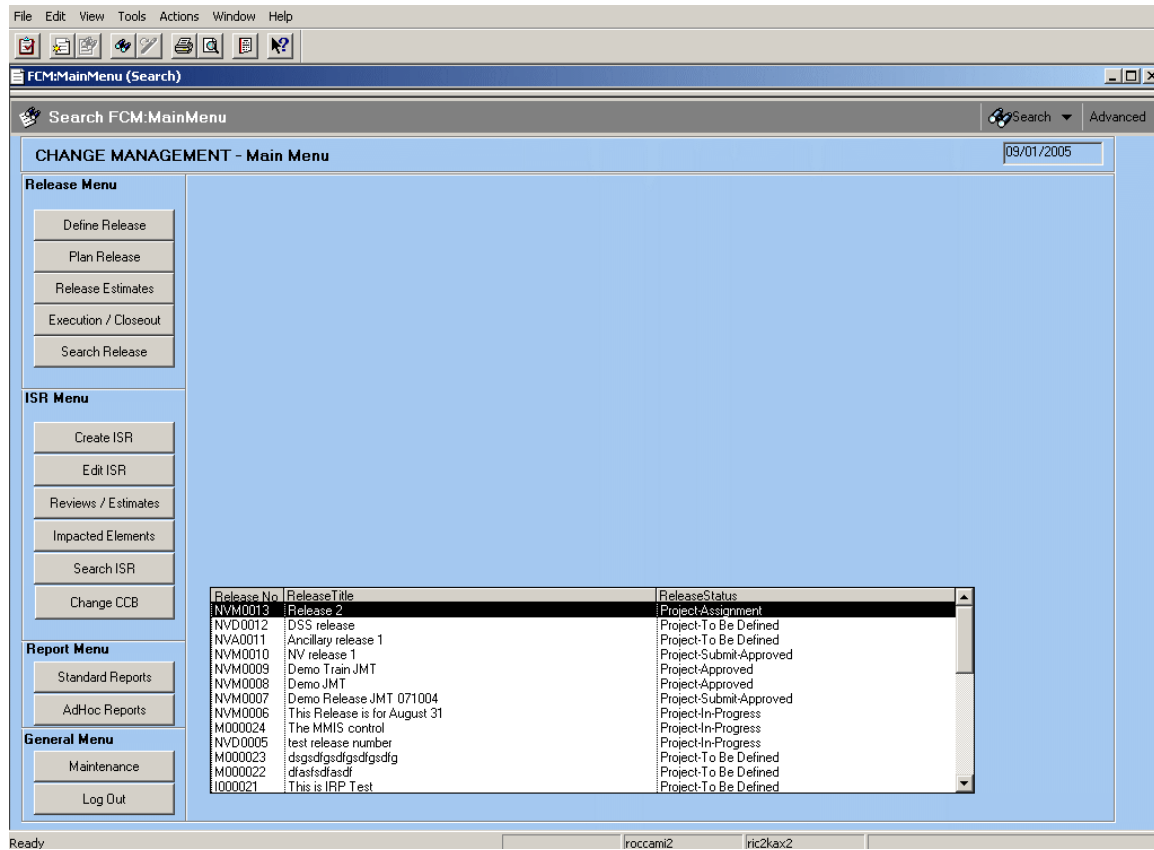
| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|------------|-----------------|--|
| 1 | - | - | Platform | The Platform field is a selection field. Select value from drop-down list: MMIS, IRP or Other. |
| 2 | - | - | Release Title | Any letters, numbers, symbols or keywords can be accepted. The Release Title field is 69 characters. |
| 3 | - | - | Est. Start Date | Select a date from the calendar editor or type a value to modify this field. Est. Start Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 4 | - | - | Est. End Date | Select a date from the calendar editor or type a value to modify this field. Est. End Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 5 | - | - | Release Status | System generated according to the progress of the Release on the |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|------------|------------------------|--|
| | | | | defined Release process. Details of settings for 'Release Status' can be found above the screen display. |
| 6 | - | - | Release No. | System generated |
| 7 | - | - | Release Status Setting | <p>This field is viewable to the DMAS CM Coordinator only. It allows the DMAS CM Coordinator to override the system generated 'Release Status' by selecting the setting of 'Manually'. Default setting is 'System'.</p> <p><i>Note: Switch from 'System' to 'Manually' option is a one-time event and cannot be reset.</i></p> |

Release Menu – 'Plan Release'



- 'Plan Release' is a shortcut to the position at the 'Define/Plan Release' tab which contains information related to planning of a Release. The DMAS CM Coordinator can only access and update this screen.
- DMAS CM Coordinator can plan a Release only if ISRs are available for the particular platform. These ISRs must have an approved Impact Assessment and approval from the DMAS CCB.
- 'Plan Release' function is done in stages:
 - Assign/Unassign ISRs for a Planned Release;
 - Obtain Project Planning Package (PPP) from FHS for Planned Release;
 - Finalize/Approve Release.
- When the 'Plan Release' option under 'Release Menu' is clicked, the screen shown below (sample) is displayed.



- List of available Releases are displayed. When a 'Release No.' is double-clicked, Modify FCM:Release Screen (sample shown below) is displayed.

FCM:Release (Modify)

Modify FCM:Release 000000000000066

Release Status: Project-Approved Release No.: M000020 Build No.: Est. End Date: 5/8/2006

Define / Plan Release Release Estimates Execution / Closeout Documentation

Assigned ISRs

| ISR Number | Platform | SubSystem | CCBPriorty | ISR Type | ISR Title | |
|----------------|----------|-----------|------------|-------------------|------------------------|-----|
| 2005-202-006-M | MMIS | Reference | | Enhancement - ENH | Add New Pharmacy Ed | 205 |
| 2005-272-002-M | MMIS | Other | | Enhancement - ENH | SURS CAM510 Tech S | 49 |
| 2005-336-001-M | MMIS | Provider | | Enhancement - ENH | Enhance PSM030 | 107 |
| 2005-341-002-M | MMIS | Financial | | Enhancement - ENH | Modify MMIS for Duplic | 283 |

Deliverables: One Set per ISR Total Estimated Hours: 644

DMAS Planning Release

PPP Proposed Submit Date: 2/6/2006

CCB/CM Approval Name: James Rogers CCB/CM Approval Date: 2/6/2006

Actual PPP Date from FHS: 2/6/2006 PPP OK? Yes Date: 2/6/2006

DMAS Approved Release

CCB Approval Name: James Rogers CCB Approval Date: 2/6/2006

Release Status Setting: System

- When the 'Assign/Unassign ISRs' Control button is clicked, popup screen, FCM:AssignISR, (sample shown below) is displayed.

FCM:AssignISR (ric2kax2)

Platform: MMIS Release Status: Project-Approved

Define / Plan Release

Assigned ISR

ISR Number: [Empty]

Total Estimated Hours: [Empty] Unassign ISR

Unassigned ISRs

| ISR Number | Platform | SubSystem | CCBPriorty | ISR Type | ISR Title | Est Effort (Hours) |
|------------|----------|-------------|------------|------------|--------------------|--------------------|
| 2005-222-0 | MMIS | ICS-SURS | | Fix - FIX | aaaa | 44 |
| 2005-222-0 | MMIS | Automailing | | Fix - FIX | aaaaa | |
| 2005-154-0 | MMIS | Claims | | Fix - FIX | Blank Pond Loca | |
| 2005-151-0 | MMIS | Provider | 12 | Maintenanc | Multiple Active In | |
| 2005-145-0 | MMIS | Financial | | Maintenanc | Update State FY | |
| 2005-145-0 | MMIS | Recipient | | Fix - FIX | Correct productio | |
| 2005-144-0 | MMIS | All | | Enhanceme | Alzheimers Waive | |
| 2005-144-0 | MMIS | Claims | | Fix - FIX | Medicare Crossov | |
| 2005-143-0 | MMIS | Drug | | Fix - FIX | Produr NCPDP R | |

Assign ISR

DMAS Planning Release

PPP Proposed S: [Empty] CCB/CM App: [Empty] Actual PPP Dat: [Empty]

DMAS Approved Release

CCB Approval Name: [Empty] CCB Approval Date: [Empty]

Release Status Setting: System

- ISRs available for assignment to the Release are shown under 'Unassigned ISRs'. ISRs are considered unassigned if it meets the following criteria:
 - No 'Release No.' associated to ISR;
 - ISR has the same platform as the Release;
 - ISR Status = 'Approved-CCB-Pending Baseline Assignment'.
- When an ISR is selected from the 'Unassigned ISRs' list and 'Assign ISR' is clicked, then ISR is moved to 'Assigned ISRs' and removed from 'Unassigned ISRs'. Total amount of estimated effort assigned to the Release is shown in 'Total Estimated Hours' (system generated). 'Release No.' and 'ISR Status' fields at the ISR level are also updated for the assigned ISR.
- For any ISR to be unassigned from a Release, select required ISR shown under 'Assigned ISRs' and click 'Unassign ISR'. ISR is moved to 'Unassigned ISRs' and removed from 'Assigned ISRs'. Total estimated effort for the Release is automatically adjusted to reflect the unassignment. 'Release No.' and 'ISR Status' fields at the ISR level are accordingly updated for the unassigned ISR.
- Exit from the screen on completing the assign/unassign exercise. Control returns to the screen shown (sample) below.

Remedy User - [FCM:Release (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:Release 000000000000297

Platform: MMIS Release Title: MMIS Release Test on 11/12/am Est. Start Date: 12/01/2003

Release Status: Project-Assignment Release No.: M000297 Build No.: Est. End Date: 12/31/2003

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

| ISR Number | Platform | SubSystem | ISR Title | Est Effort (Hours) |
|----------------|----------|-----------|------------------------------|--------------------|
| 2003-321-008-M | MMIS | Financial | MMIS 'ENH' Test by Nish on 1 | 400 |

Assign/Unassign ISRs ...

Deliverables: Total Estimated Hours: 400

DMAS Planning Release

PPP Proposed Submit Date: CCB/CM Approval Name: CCB/CM Approval Date: Actual PPP Date from FHS: PPP OK?: Date:

DMAS Approved Release

CCB Approval Name: CCB Approval Date:

Release Status Setting: System

One table item loaded dmascmc

start Novell Group... Status Reports Internet E... CM - Screen D... Remedy Us... 7:10 PM

- Next stage of the 'Plan Release' function relates to the Project Planning Package (PPP).
- Information on the fields related to the next stage is shown in the table below.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|---------------------|-----------------------|--------------------------|--|
| 1 | Define/Plan Release | DMAS Planning Release | PPP Proposed Submit date | Select a date from the calendar editor or type a value to modify this field. This PPP Proposed Submit date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 2 | Define/Plan Release | DMAS Planning Release | CCB/CM Approval Name | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:CCB/CM menu to modify this field. CCBCM:VA CCB/CM Approval Name is a character field and can contain up to 50 characters. |
| 3 | Define/Plan Release | DMAS Planning Release | CCB/CM Approval Date | Select a date from the calendar editor or type a value to modify this field. This CCB/CM Approval Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 4 | Define/Plan Release | DMAS Planning Release | Actual PPP Date from FHS | Select a date from the calendar editor or type a value to modify this field Actual PPP Date from FHS is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 5 | Define/Plan Release | DMAS Planning Release | PPP OK? | PPP OK? is a selection field. Selections are 'Yes', 'No' or ('Clear'). <i>Note: Enter 'Estimates' info if PPP is accepted. Refer to 'Release Menu - Release Estimates' if field 'Deliverables' is set to 'One set of deliverables for Release' OR 'ISR Menu - Reviews/Estimates' if field Deliverables is set to 'Separate deliverables for ISR'.</i> |
| 6 | Define/Plan Release | DMAS Planning Release | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. |

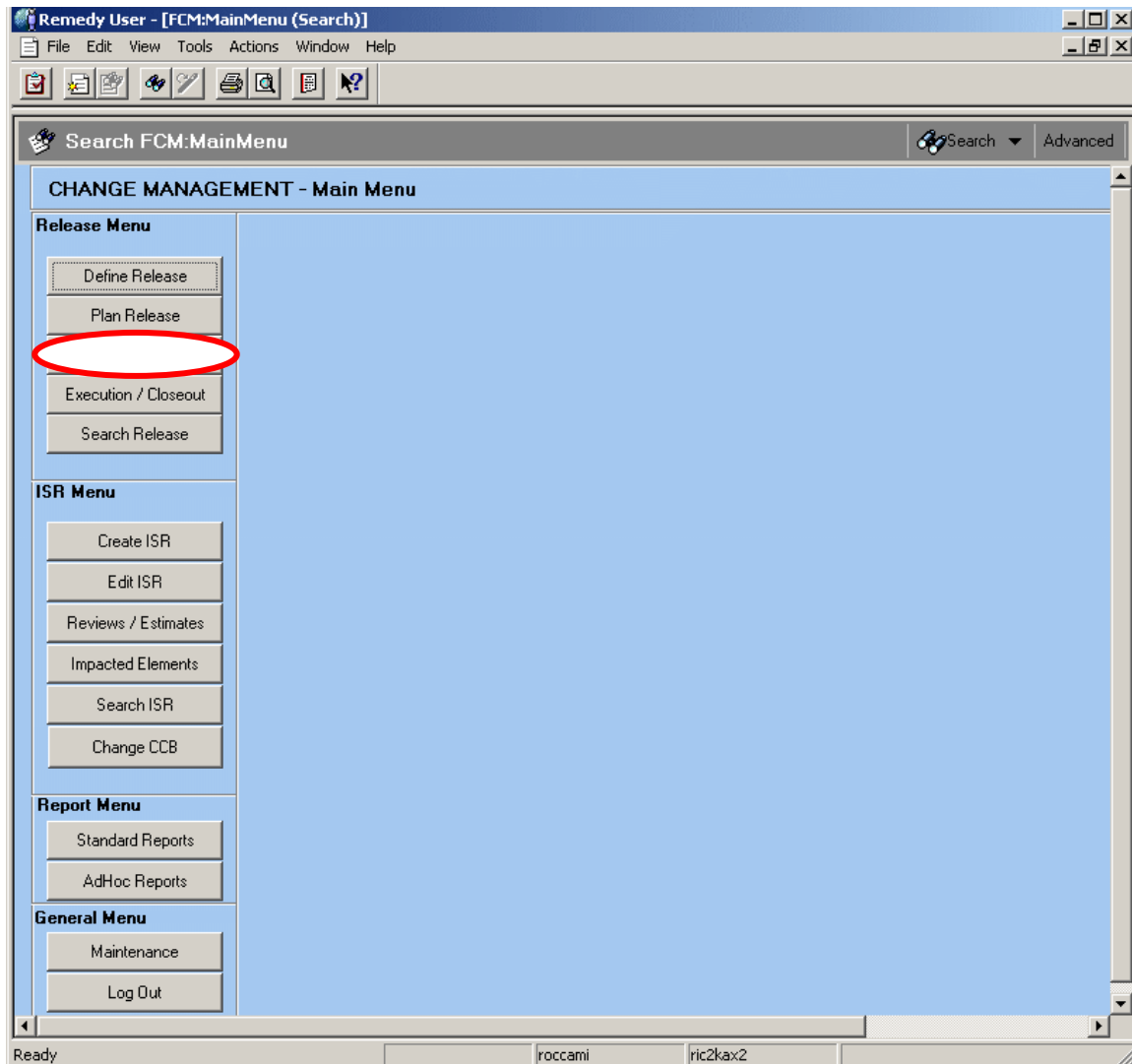
| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|---------------------|-----------------------|-------------------|---|
| | | | | MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 7 | Define/Plan Release | Assigned ISRs | Deliverables | Field is enabled when 'PPP OK?' is set to 'Yes'. Select the appropriate setting based on information obtained from PPP. Setting can be 'Separate deliverables for each ISR' or 'One set of deliverables for Release'. Deliverables is a character field and can contain up to 69 characters. |
| 8 | Define/Plan Release | DMAS Approved Release | CCB Approval Name | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:CCB/CM menu to modify this field. CCBCM:VA CCB Approval Name is a character field and can contain up to 50 characters. Note: This field is enabled when 'Deliverables' is filled. |
| 9 | Define/Plan Release | DMAS Approved Release | CCB Approval Date | Select a date from the calendar editor or type a value to modify this field. CCB Approval Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. Note: This field is enabled when 'Deliverables' is filled. |

- IMPORTANT NOTES**

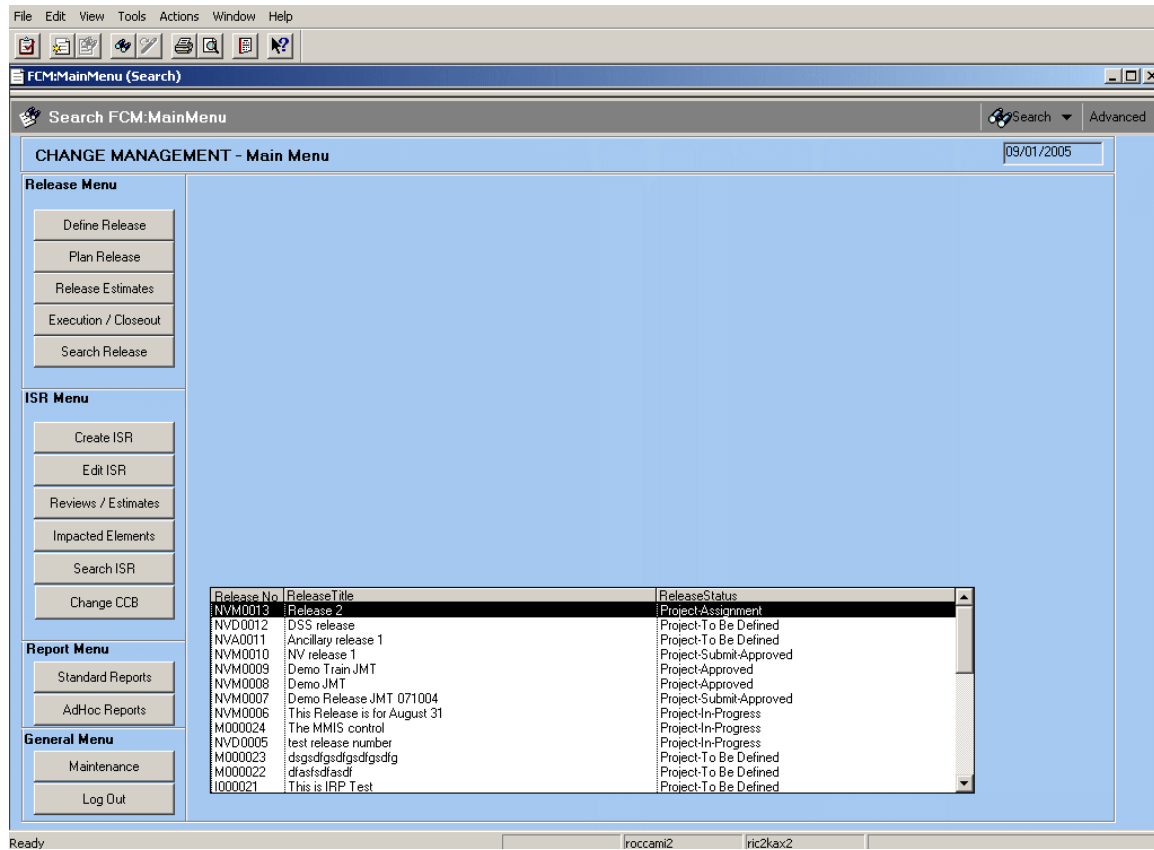
- Setting of 'Deliverables' is crucial as it indicates whether all the ISRs making up the Release have separate deliverables or one set of deliverables. Release CANNOT be made up of ISRs where some ISRs have separate deliverables and others are required to have one set of deliverables. If such a situation arises, the ISRs have to be put into another Release.
- When 'Deliverables' is set to 'One Set for Release', the ***ISR fields*** grouped under 'Estimates' and 'Actuals' on the 'Reviews/Estimates' and 'Execution/Close Out' tabs are ***disabled*** for data entry. In this scenario, the system will push the relevant data from the Release to the ISR level when the '**Refresh Data for ISR**' button (on 'Execution / Closeout' tab) is clicked - can be done at any time. Information at the ISR level is replaced each time it is clicked.

- When 'Deliverables' is set to 'One Set per ISR', the Release fields grouped under 'Estimates' and 'Actuals' on the 'Release Estimates' and 'Release Execution/Close Out' tabs are *disabled* for data entry. In this scenario, the system will rollup the relevant data from the ISR to the Release level when the 'Refresh Data for Release' button (on 'Release Estimates' or 'Execution / Closeout' tab) is clicked – can be done at any time. Information at the Release level is replaced each time it is clicked.
- The group name 'Estimates' have to be keyed in when the information is available while the group name 'Actuals' for hours only will be system loaded using an interface file provided by Project Invision / MS Project portion of the system.

Release Menu – 'Release Estimates'



- 'Release Estimates' is a shortcut to the position at the 'Release Estimates' tab which contains information obtained from the Project Planning Package (PPP) for a Planned Release. This is accessible and can be updated by the DMAS CM Coordinator only.
- DMAS CM Coordinator enters the 'Release Estimates' information after PPP is received from FHS and accepted by DMAS.
- Click on 'Release Estimates' option under 'Release Menu' and the screen shown below (sample) is displayed.



- List of available Releases are shown. Double-click on the 'Release No.' of interest to access the information for the Release. Sample screen shown below is displayed.

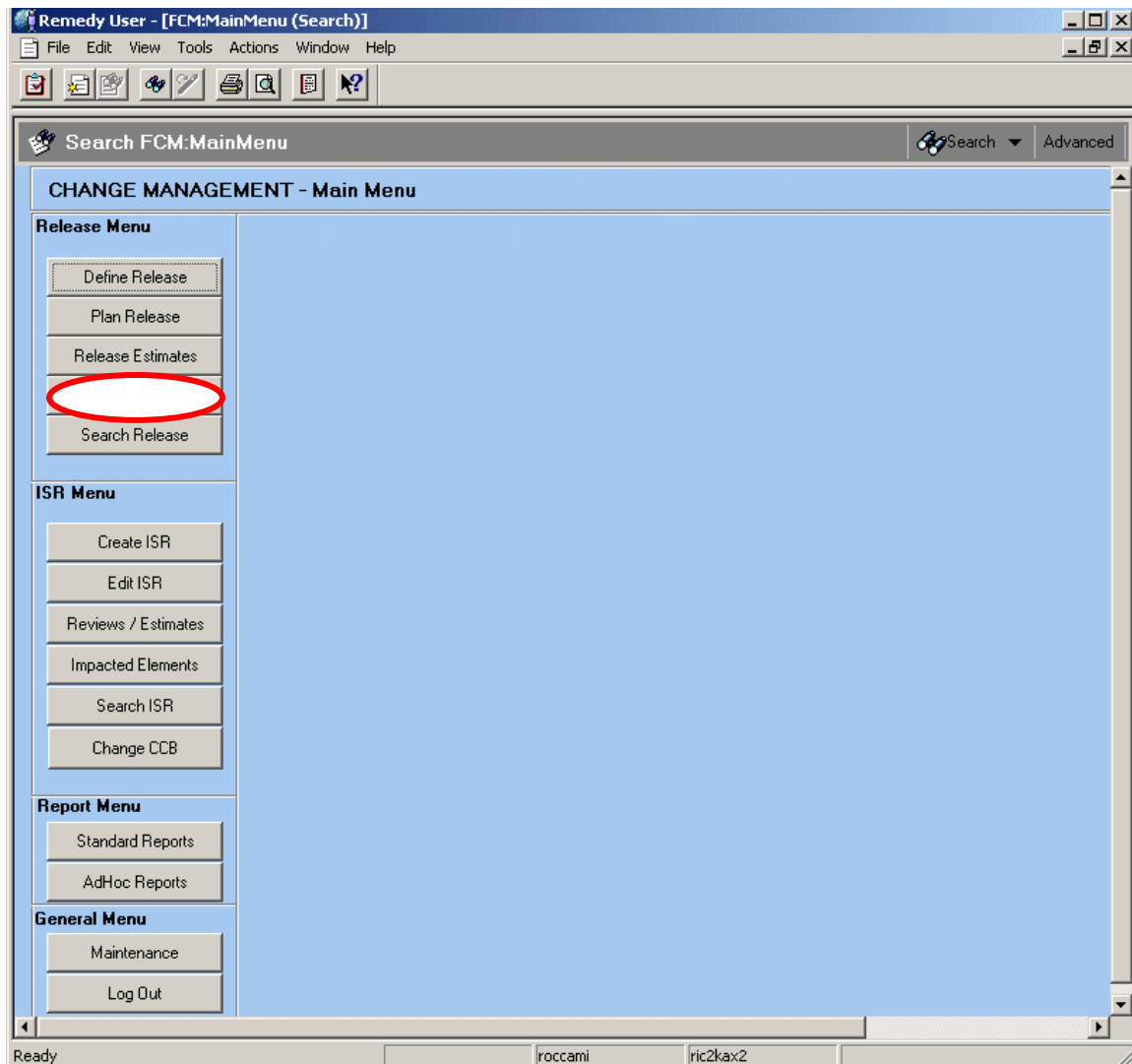
- Information on the fields related to this screen is shown in the table below.
Note: 'Estimates' for Costs and Hours have to be keyed in when the information is available.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------------|------------|----------------|--|
| 1 | Release Estimates | - | DMAS Team Lead | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DMASTeamLead menu to modify this field. This field is a character field and can contain up to 50 characters. |
| 2 | Release Estimates | - | Phone | Phone number can be accepted or pulled from the FCM:Personnel. The Phone field can contain 15 characters. |
| 3 | Release Estimates | - | FHS Team Lead | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. This field is a character field and can contain up to 69 characters. |
| 4 | Release | - | Phone | Phone number can be accepted or |

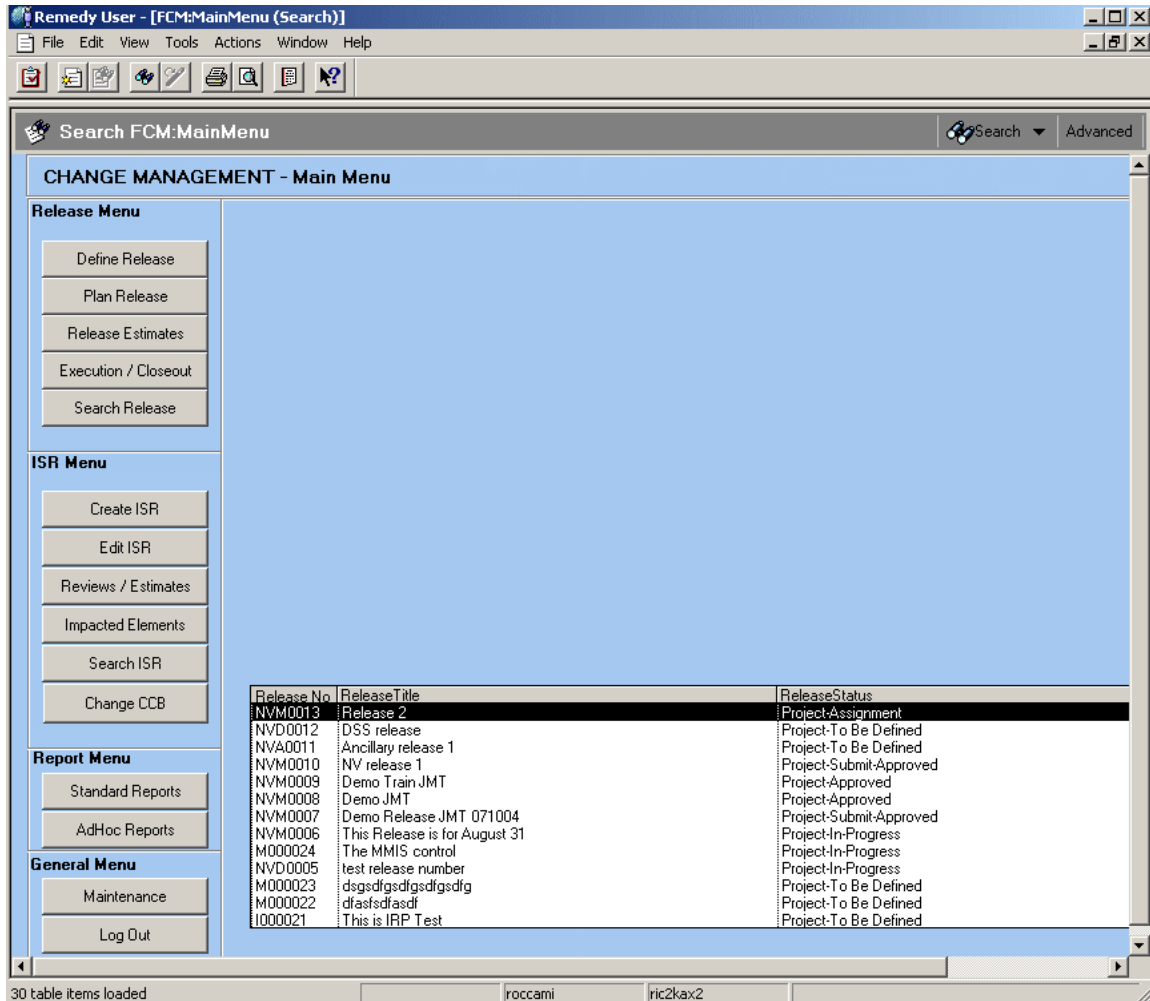
| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------------|------------|-----------------------------|--|
| | Estimates | | | pulled from the FCM:Personnel. The Phone field can contain 15 characters. |
| 5 | Release Estimates | Estimates | Project Plan Pkg. - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Project Plan Pkg. is an Integer field. |
| 6 | Release Estimates | Estimates | Project Plan Pkg. - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. PrjtPlanPkgEstHours (536871079) is an Integer field. |
| 7 | Release Estimates | Estimates | Project Analysis - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Project Analysis is an Integer field. |
| 8 | Release Estimates | Estimates | Project Analysis - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. ProjectAnalysisEstHours (536871081) is an Integer field. |
| 9 | Release Estimates | Estimates | Program Specs - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Program Specs is an Integer field. |
| 10 | Release Estimates | Estimates | Program Specs - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. ProgramSpecsEstHours (536871083) is an Integer field. |
| 11 | Release Estimates | Estimates | Test Plan - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Test Plan is an Integer field. |
| 12 | Release Estimates | Estimates | Test Plan - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. TestPlanEstHours (536871090) is an Integer field. |
| 13 | Release Estimates | Estimates | Test Results - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Test Results is an Integer field. |
| 14 | Release Estimates | Estimates | Test Results - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. TestResultsEstHours (536871091) is an Integer field. |
| 15 | Release Estimates | Estimates | Implementation - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Implementation is an Integer field. |
| 16 | Release Estimates | Estimates | Implementation - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. ImplementationEstHours (536871092) is an Integer field. |
| 17 | Release Estimates | Estimates | Draft Documentation - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Draft Documentation is an Integer |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------------|----------------------------|-----------------------------|---|
| | | | | field. |
| 18 | Release Estimates | Estimates | Draft Documentation - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. Draft DocumentationEstHours (536871093) is an Integer field. |
| 19 | Release Estimates | Estimates | Final Documentation - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Final Documentation is an Integer field. |
| 20 | Release Estimates | Estimates | Final Documentation - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. FinalDocumentationEstHours (536871094) is an Integer field. |
| 21 | Release Estimates | Estimates | Project Total - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Project Total is an Integer field. |
| 22 | Release Estimates | Estimates | Project Total - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. ProjectTotalEstHours (536871095) is an Integer field. |
| 23 | Release Estimates | Project Agreed Information | Delivery Date | Select a date from the calendar editor or type a value to modify this field. Delivery Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 24 | Release Estimates | Project Agreed Information | Project Agreed Hours | Any number, letter, symbol or keyword can be accepted. Project Agreed Hours can contain 15 characters. |

Release Menu – 'Execution / Close Out'



- 'Execution / Close Out' is a shortcut to the position at the 'Execution / Close Out' tab which contains information on the Execution and Close Out stages of the work done for an Approved Release/Project. This is accessible by the DMAS CM Coordinator only.
- DMAS CM Coordinator enters the 'Release Execution / Close Out' information as the work progresses for the Approved Release/Project.
- Click on 'Execution / Close Out' option under 'Release Menu' and the screen shown below is displayed.



- List of available Releases are shown. Double-click on the 'Release No.' of interest to access the information for the Release. Sample screen shown below is displayed.

- Information on the fields related to this screen is shown in the table below.
Note: 'Actuals' for Hours will be system loaded using an interface file provided by Project Invision / MS Project portion of the system.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|--------------------------|-------------------------------------|------------------|--|
| 1 | Execution / Close Out | Project Completion Milestones | Unit Test Date | A date can be accepted from the calendar editor or type a value to modify this field. Unit Test Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 2 | Execution / Close Out | Project Completion Milestones | System Test Date | A date can be accepted from the calendar editor or type a value to modify this field. System Test Date is a TimeStamp field. MM/DD/CCYY. Edit Check: Equal/Less than Current Date. |
| 3 | Execution / | Project | Acceptance | A date can be accepted from the |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------------------|-------------------------------|--|---|
| | Close Out | Completion Milestones | Test Date | calendar editor or type a value to modify this field. Test Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 4 | Execution / Close Out | Project Completion Milestones | FCA Date | A date can be accepted from the calendar editor or type a value to modify this field. FCA Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 5 | Execution / Close Out | Project Completion Milestones | PCA Date | A date can be accepted from the calendar editor or type a value to modify this field. PCA Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 6 | Execution / Close Out | Project Completion Milestones | Prod. Release Date | A date can be accepted from the calendar editor or type a value to modify this field. Prod. Release Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 7 | Execution / Close Out | Actuals | Project Plan Pkg. - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Project Plan Pkg. is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 8 | Execution / Close Out | Actuals | Project Plan Pkg. - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The PPPActCosts (536871096) is a decimal field. |
| 9 | Execution / Close Out | Actuals | Project Plan Pkg. - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The PPPActsHours (536871105) is a decimal field. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|--------------------------|------------|---|---|
| 10 | Execution / Close Out | Actuals | Project Plan Pkg. - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. PPPPaymentAuthDate (536870987) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 11 | Execution / Close Out | Actuals | Project Analysis - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Project Analysis is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 12 | Execution / Close Out | Actuals | Project Analysis - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProjectAnalysisActCosts (536871097) is a decimal field. |
| 13 | Execution / Close Out | Actuals | Project Analysis - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProjectAnalysisActHours (536871106) is a decimal field. |
| 14 | Execution / Close Out | Actuals | Project Analysis - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. ProjAnalysisPaymtAuthDate (536870985) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 15 | Execution / Close Out | Actuals | Program Specs - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Program Specs is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 16 | Execution / Close Out | Actuals | Program Specs - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProgramSpecsActCosts (536871098) is a decimal field. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|--------------------------|------------|---|---|
| 17 | Execution / Close Out | Actuals | Program Specs - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProgramSpecsActHours (536871107) is a decimal field. |
| 18 | Execution / Close Out | Actuals | Program Specs - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. ProgramSpecsPayAuthDate (536870990) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 19 | Execution / Close Out | Actuals | Test Plan - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Test Plan is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 20 | Execution / Close Out | Actuals | Test Plan - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestPlanActCosts (536871099) is a decimal field. |
| 21 | Execution / Close Out | Actuals | Test Plan - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestPlanActHours (536871108) is a decimal field. |
| 22 | Execution / Close Out | Actuals | Test Plan - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. TestPlanPaymentAuthDate (536870988) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 23 | Execution / Close Out | Actuals | Test Results - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Test Results is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|--------------------------|------------|--|---|
| 24 | Execution / Close Out | Actuals | Test Results - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestResultsActCosts (536871100) is a decimal field. |
| 25 | Execution / Close Out | Actuals | Test Results - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestResultsActHours (536871109) is a decimal field. |
| 26 | Execution / Close Out | Actuals | Test Results - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. TestResultsPayAuthDate (536870995) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 27 | Execution / Close Out | Actuals | Implementation - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Implementation is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 28 | Execution / Close Out | Actuals | Implementation - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ImplementationActCosts (536871101) is a decimal field. |
| 29 | Execution / Close Out | Actuals | Implementation - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ImplementationActHours (536871110) is a decimal field. |
| 30 | Execution / Close Out | Actuals | Implementation - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. ImplementationPayAuthDate (536870996) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 31 | Execution / Close Out | Actuals | Draft Documentation - Deliverables | A date can be accepted from the calendar editor or type a value to modify this field. Draft |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|------------|--|--|
| | | | Approval Date | Documentation is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 32 | Execution / Close Out | Actuals | Draft Documentation - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The DraftDocumentationActCosts (536871102) is a decimal field. |
| 33 | Execution / Close Out | Actuals | Draft Documentation - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The DraftDocumentationActHours (536871111) is a decimal field. |
| 34 | Execution / Close Out | Actuals | Draft Documentation - Payment Authorized Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. DraftDocPayAuthDate (536870997) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 35 | Execution / Close Out | Actuals | Final Documentation - Deliverables Approval Date | A date can be accepted from the calendar editor or type a value to modify this field. Final Documentation is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 36 | Execution / Close Out | Actuals | Final Documentation - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The FinalDocumentationActCosts (536871103) is a decimal field. |
| 37 | Execution / Close Out | Actuals | Final Documentation - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The FinalDocumentationActHours (536871112) is a decimal field. |
| 38 | Execution / | Actuals | Final | A date can be accepted from the |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|--------------------------|-------------------------------|---|---|
| | Close Out | | Documentation - Payment Authorized Approval Date | calendar editor or type a value to modify this field. FinalDocAuthDate (536871054) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 39 | Execution / Close Out | Actuals | Project Total - Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProjectTotalActCosts (536871104) is a decimal field. |
| 40 | Execution / Close Out | Actuals | Project Total - Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProjectTotalActHours (536871113) is a decimal field. |
| 41 | Execution / Close Out | User Acceptance | DMAS Signoff Name | Select name of DMAS Originator providing User Acceptance for Approved Release/Project. FCM:MNU:Personnel:DMASSignoff menu to modify this field. DMAS Signoff Name is a character field and can contain up to 50 characters. |
| 42 | Execution / Close Out | User Acceptance | Signoff Date | A date can be accepted from the calendar editor or type a value to modify this field. Signoff Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 43 | Execution / Close Out | Project Signoff / Closeout | DMAS Analyst Name | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DMASAnalyst menu to modify this field. DMAS Analyst Name is a character field and can contain up to 50 characters. |
| 44 | Execution / Close Out | Project Signoff / Closeout | Signoff Date | A date can be accepted from the calendar editor or type a value to modify this field. Signoff Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 45 | Execution / | Project Signoff | Project Close | A date can be accepted from the |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------|------------|------------|---|
| | Close Out | / Closeout | Date | calendar editor or type a value to modify this field. Project Close Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |

- Information on other fields related to this screen is as follows:

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------------------|------------|--------------|---|
| 1 | Execution / Close Out | - | Build No ... | Screen shown below is displayed when 'Build No ...' is clicked. All Build Numbers supplied by FHS to implement the Approved Release/Project in production are entered. Can contain up to 20 characters. |

The screenshot displays the 'Modify FCM:Release 000000000000041' window. It includes tabs for 'Define / Plan Release', 'Release Estimates', and 'Execution / Closeout'. The 'Define / Plan Release' tab is active, showing fields for Platform (DSS), Release Title (DSS release), Est. Start Date (07/12/2004), Release Status (Project-To Be Defined), Release N, and Est. End Date. Below these are sections for 'Project Completion Milestones' (Unit Test Date, System Test Date, Acceptance Test Date), 'Deliverables' (Project Plan Pkg, Project Analysis, Program Specs, Test Plan, Test Results, Implementation, Draft Documentation, Final Documentation), and 'User Acceptance' (DMAS Signoff Name, Signoff Date). A modal window titled 'FCM:BuildNumberList (ric2kax2)' is open, showing a list of Build Numbers and an 'Add' button. The status bar at the bottom shows 'Ready', 'ioccami2', and 'ric2kax2'.

- Information on other fields related to this screen is as follows:

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|--------------|--------------|---|
| 1 | - | Build No ... | Build Number | Any number, letter, symbol or keyword can be accepted. Build Number field is a character field and can contain up to 20 characters. When 'Add' is clicked, data will be added to 'Build Numbers' list on the. FCM:BuildNumberList screen. When data is double clicked on the 'Build Numbers' list, the 'Remove' |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|------------|------------|---|
| | | | | button is enabled. When 'Remove' button is clicked, data will be deleted from 'Build Numbers' list on the FCM:BuildNumberList screen. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------------------|------------|--------------------------|---|
| 2 | Execution / Close Out | Actuals | Estimate Information ... | <p>Screen shown below is displayed when 'Estimate Information ...' is clicked.</p> <p>This provides a facility to have the estimates and actuals side by side. Information can be entered on it and it will be captured and shown on 'Release Estimates' and 'Release Execution/ Close Out' tabs.</p> |

File Edit View Tools Actions Window Help

Modify FCM Release 000000000000042 Save

Platform: MMIS Release Title: Release 2 Est. Start Date: 07/12/2004
Release Status: Project-Assignment Release No: NVM0013 Build No ... Est. End Date:

Define / Plan Release Release Estimates Execution / Closeout

Project Completion Milestones

Unit Test Date: 08/01/2005 FCA Date: 09/26/2005
System Test Date: 09/15/2005 PCA Date: 09/28/2005
Acceptance Test Date: 09/22/2005 Prod. Release Date: 09/30/2005

Billing Notes
Release Notes

De App

| Project Plan Pkg | 07/06 | 07/06 | 07/14 | 08/17 | 08/09 | 07/19 | 08/11 | 09/01 |
|-----------------------|------------|-------|-------|------------|-------|-------|------------|-------|
| Project Analysis | 07/06/2005 | 1000 | 10 | 07/06/2005 | 1000 | 10 | 07/06/2005 | 1000 |
| Program Specs | 08/06/2005 | 1000 | 10 | 08/06/2005 | 1000 | 10 | 08/06/2005 | 1000 |
| Test Plan | 08/16/2005 | 2000 | 20 | 08/16/2005 | 2000 | 20 | 08/16/2005 | 2000 |
| Test Results | 08/26/2005 | 1000 | 10 | 08/26/2005 | 1000 | 10 | 08/26/2005 | 1000 |
| Implementation | 09/05/2005 | 2000 | 20 | 09/05/2005 | 2000 | 20 | 09/05/2005 | 2000 |
| Draft Documentation | 09/25/2005 | 2000 | 20 | 09/25/2005 | 2000 | 20 | 09/25/2005 | 2000 |
| Final Documentation | 09/25/2005 | 2000 | 20 | 09/25/2005 | 2000 | 20 | 09/25/2005 | 2000 |
| Project Totals | | 22000 | 220 | | | | | |

Project Total

User Acceptance

DMAS Signoff Name: Dave Austin Signoff Date: 08/16/2005

Project Signoff / Closeout

DMAS Analyst Name: Dave Austin Signoff Date: 08/23/2005 Project Close Date: 09/15/2005

Ready iroccami2 iric2kax2

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------------------|------------|---------------|--|
| 4 | Execution / Close Out | - | Billing Notes | <p>When the diary icon shown on the right side of the 'Billing Notes' is clicked, FCM:Release Screen shown below is displayed. This allows previous Billing Notes to be seen under 'Diary History'. Additional notes can also be made through 'Diary Editor' by DMAS CM Coordinator.</p> <p>'Billing Notes' (536870983) is a diary field and can contain up to 32,000 characters.</p> <p><i>Note: All entries are stored under 'Diary History' with day, date, time, & user ID of person making the entry.</i></p> |

Note: Copy/paste functions can be used to copy information from 'Diary History' into 'Diary Editor'. This can be done as follows:

- Highlight the portion to be copied from 'Diary History'.*
- Select 'Edit/Copy' from menu at top of popup.*
- Place cursor in 'Diary Editor'.*

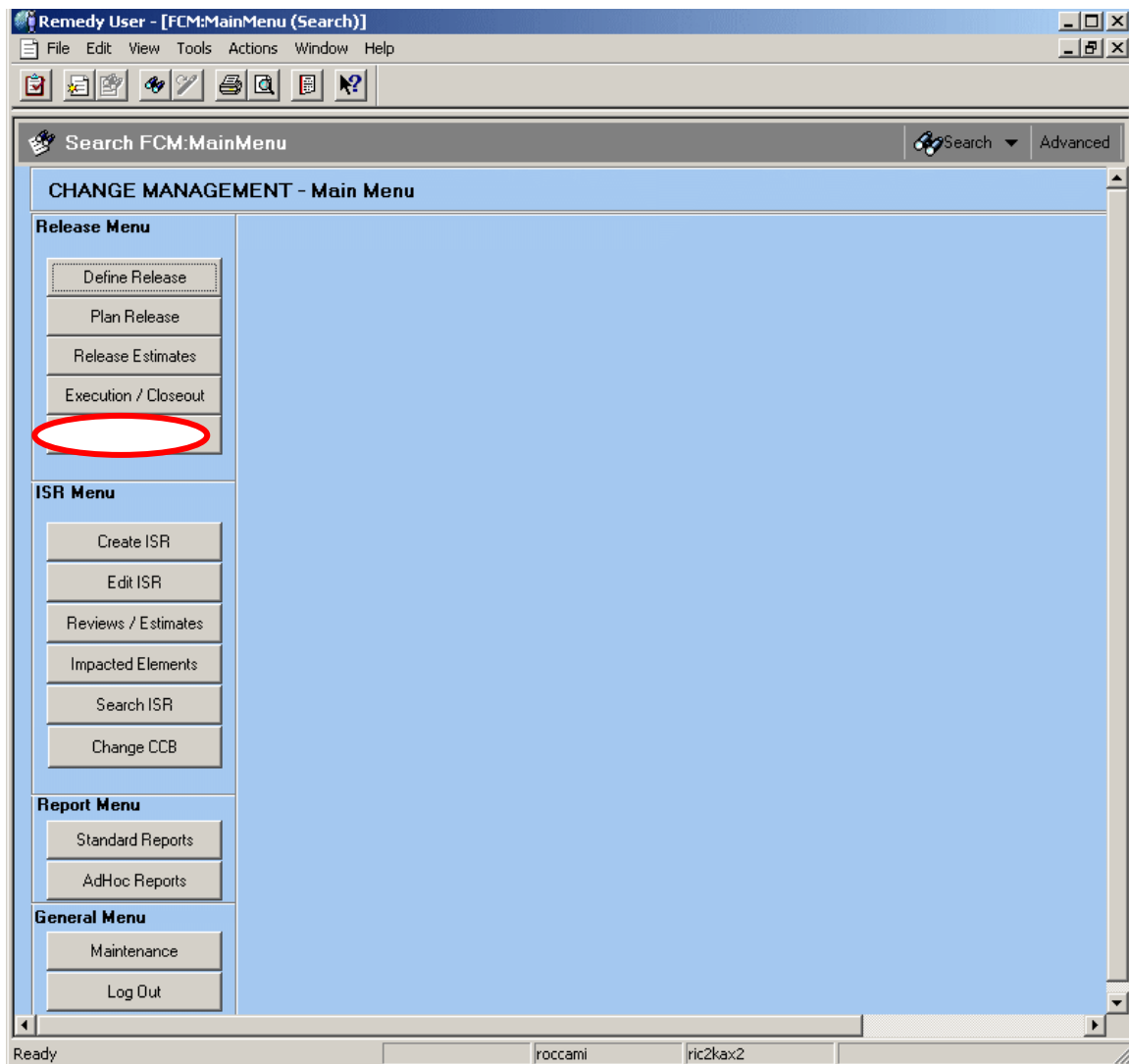
- d. Select 'Edit/Paste' from menu at top of popup.*

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------------------|------------|---------------|---|
| 5 | Execution / Close Out | - | Release Notes | <p>Click on the diary icon shown on the right side of the 'Release Notes'. Screen shown below is displayed. This allows previous Release Notes to be seen under 'Diary History'. Additional notes can also be made through 'Diary Editor' by DMAS CM Coordinator.</p> <p>'ReleaseNotes' (536871018) is a diary field and can contain up to 32,000 characters.</p> <p><i>Note: <u>All entries</u> are stored under 'Diary History' with day, date, time, & user ID of person making the entry.</i></p> |

Note: Copy/paste functions can be used to copy information from 'Diary History' into 'Diary Editor'. This can be done as follows:

- Highlight the portion to be copied from 'Diary History'.*
- Select 'Edit/Copy' from menu at top of popup.*
- Place cursor in 'Diary Editor'.*
- Select 'Edit/Paste' from menu at top of popup.*

Release Menu - 'Search Release'



- 'Search Release' provides the facility to search for specific Releases.
- Click on 'Search Release' and the screen shown below is displayed.

Remedy User - [FCM:Release (Search)]

File Edit View Tools Actions Window Help

Search FCM:Release Search Advanced

Platform Release Title Est. Start Date
Release Status Release No. Build No ... Est. End Date

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

Assign/Unassign ISRs ...

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title | Est Effort (Hours) |
|------------------|----------|-----------|-------------|----------|-----------|--------------------|
| Click to Refresh | | | | | | |

Deliverables Total Estimated Hours

DMAS Planning Release

PPP Proposed Submit Date
CCB/CM Approval Name CCB/CM Approval Date
Actual PPP Date from FHS PPP OK? ☐ Date

DMAS Approved Release

CCB Approval Name CCB Approval Date

Ready | roccami | ric2kax2

'Search Release'- Example

- Enter the required search criteria in one or more fields. In this example, the search criteria is to find Release 11.

Note #1: Search criteria can be entered for any of the available fields across the following 3 tabs (Define / Plan Release, Release Estimates, Execution / Closeout).

Remedy User - [FCM:Release (Search)]

File Edit View Tools Actions Window Help

Search FCM:Release Search Advanced

Platform: MMIS Release Title: Est. Start Date: Release Status: Release No.: 11 Build No... Est. End Date:

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs Assign/Unassign ISRs...

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title | Est Effort (Hours) |
|------------------|----------|-----------|-------------|----------|-----------|--------------------|
| Click to Refresh | | | | | | |

Deliverables: Total Estimated Hours:

DMAS Planning Release

PPP Proposed Submit Date: CCB/CM Approval Name: CCB/CM Approval Date: Actual PPP Date from FHS: PPP OK? Date:

DMAS Approved Release

CCB Approval Name: CCB Approval Date:

Ready roccami ric2kax2

- Results of the search are displayed on a split screen as shown below. The frame to the left shows the Release number while the frame on the right shows the ISR Number, Platform, Subsystem, CCBPriority, ISR Type and ISR Title.
- Number of Releases found can be seen to the left pane as well as the bottom of the screen.

Remedy User - [FCM:Release (Modify)]

File Edit View Tools Actions Window Help

Matching F 0:00

Modify FCM:Release 000000000000011 Save

Platform MMIS Release Title Not sent to First Health to date (For Scheduling NLT July 20... Est. St

Release Status Project-Approved Release No. M000011 Build No ... Est. E

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title |
|----------------|----------|-----------|-------------|-------------------|-----------------------|
| 2004-252-007-M | MMIS | Claims | | Enhancement - ENH | Generate MARS CO |
| 2004-293-002-M | MMIS | Financial | | Enhancement - ENH | FN-O-008 and FN-O |
| 2004-303-006-M | MMIS | Recipient | | Enhancement - ENH | Update auto closure |
| 2004-307-001-M | MMIS | Recipient | | Enhancement - ENH | Enrollee Files for AC |
| 2004-342-002-M | MMIS | Recipient | | Enhancement - ENH | Include fraud edit or |
| 2004-344-001-M | MMIS | MARS | | Enhancement - ENH | MSIS - change to file |
| 2005-005-005-M | MMIS | Recipient | | Enhancement - ENH | Revise selection crit |
| 2005-027-002-M | MMIS | Other | 4 | Enhancement - ENH | Modify Provider Aud |
| 2005-221-001-I | IRP | | | Fix - FIX | aaa |

Deliverables One Set for Release Total Esti

DMAS Planning Release

PPP Proposed Submit Date 06/27/2004

CCB/CM Approval Name Susan Spivey CCB/CM Approval Date 06/27/2004

Actual PPP Date from FHS 06/27/2004 PPP OK? Yes Date 06/27/2004

DMAS Approved Release

CCB Approval Name Wayne Turnage CCB Approval Date 06/27/2004

1 Selected roccami ric2kax2

'Search Release' Advanced Search – Example

- Advanced Search function allows the user to perform more sophisticated searches for Releases which satisfy required criteria.
- Click on 'Advanced' button which is toward top right corner.

Remedy User - [FCM:Release (Search)]

File Edit View Tools Actions Window Help

Search FCM:Release

Platform Release Title Est. Start Date
Release Status Release No. Build No... Est. End Date

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

| ISR Number | Platform | SubSystem | CCBPriorty | ISR Type | ISR Title | Est Effort (Hours) |
|------------------|----------|-----------|------------|----------|-----------|--------------------|
| Click to Refresh | | | | | | |

Assign/Unassign ISRs...

Deliverables Total Estimated Hours

DMAS Planning Release

PPP Proposed Submit Date CCB/CM Approval Name CCB/CM Approval Date
Actual PPP Date from FHS PPP OK? Date

DMAS Approved Release

CCB Approval Name CCB Approval Date

Ready roccami ric2kax2

- Screen shown below is displayed. A dialog box is available at the bottom of the screen to specify the search criteria.

Remedy User - [FCM:Release (Search)]

File Edit View Tools Actions Window Help

Search FCM:Release Search Advanced

Platform Release Title Est. Start Date
Release Status Release No. Build No... Est. End Date

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

Assign/Unassign ISRs...

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title | Est Effort /Hours |
|------------------|----------|-----------|-------------|----------|-----------|-------------------|
| Click to Refresh | | | | | | |

Deliverables Total Estimated Hours

DMAS Planning Release
PPP Proposed Submit Date CCB/CM Approval Name CCB/CM Approval Date
Actual PPP Date from FHS PPP OK? Date

DMAS Approved Release
CCB Approval Name CCB Approval Date

Search...

Ready roccami ric2kax2

- Name of the field is entered by clicking on the label next to the field of interest (as shown on the screen below). This will automatically enter the name with the proper format in the 'Search Criteria' dialog box.

Remedy User - [FCM:Release (Search)]

File Edit View Tools Actions Window Help

Search FCM:Release Search Advanced

Platform Est. Start Date

Release Status Release No. Build No ... Est. End Date

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

Assign/Unassign ISRs ...

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title | Est Effort (Hours) |
|------------------|----------|-----------|-------------|----------|-----------|--------------------|
| Click to Refresh | | | | | | |

Deliverables Total Estimated Hours

DMAS Planning Release

PPP Proposed Submit Date

CCB/CM Approval Name CCB/CM Approval Date

Actual PPP Date from FHS PPP OK? Date

DMAS Approved Release

CCB Approval Name CCB Approval Date

Search Criteria: Fields

Ready | roccami | ric2kax2

- Enter the remaining criteria by keying in the information using the toolbar above 'Search Criteria' dialog box to ensure proper format. Click on the 'Search button' which is towards top right corner to initiate the search.

FCM:Release (Search)

Search FCM:Release Advanced

Platform Release Title Est. Start Date
 Release Status Release No. Build No. Est. End Date

Define / Plan Release | Release Estimates | Execution / Closeout

Assigned ISRs

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title | Est Effort (Hours) |
|------------------|----------|-----------|-------------|----------|-----------|--------------------|
| Click to Refresh | | | | | | |

Deliverables Total Estimated Hours

DMAS Planning Release

PPP Proposed Submit Date
 CCB/CM Approval Name CCB/CM Approval Date
 Actual PPP Date from FHS PPP OK? Date

DMAS Approved Release

CCB Approval Name CCB Approval Date

Search Criteria: Release No.' LIKE "%11" Search

- Example in the 'Search Criteria' dialog box is to do a search where 'Release Number' begins with 11.

- Results of the search are displayed on a split screen as shown below. Left frame shows all the Release numbers fulfilling the entered criteria while the right frame displays all of the ISR's associated with this release. Select any ISR on the list by clicking on it and details of the selected ISR will be displayed.
- Number of releases satisfying the search can be found in the left pane or at the bottom of the screen.

Remedy User - [FCM:Release (Modify)]

File Edit View Tools Actions Window Help

Matching F 0.00

Release No.
M000011
NVA0011

Modify FCM:Release 000000000000011

Platform MMIS Release Title Not sent to First Health to date (For Scheduling NLT July 2004) Est. St
Release Status Project-Approved Release No. M000011 Build No ... Est. E

Define / Plan Release Release Estimates Execution / Closeout

Assigned ISRs

| ISR Number | Platform | SubSystem | CCBPriority | ISR Type | ISR Title |
|----------------|----------|-----------|-------------|-------------------|-----------------------|
| 2004-252-007-M | MMIS | Claims | | Enhancement - ENH | Generate MARS CO |
| 2004-293-002-M | MMIS | Financial | | Enhancement - ENH | FN-D-008 and FN-D |
| 2004-303-006-M | MMIS | Recipient | | Enhancement - ENH | Update auto closure |
| 2004-307-001-M | MMIS | Recipient | | Enhancement - ENH | Enrollee Files for AC |
| 2004-342-002-M | MMIS | Recipient | | Enhancement - ENH | Include fraud edit or |
| 2004-344-001-M | MMIS | MARS | | Enhancement - ENH | MSIS - change to file |
| 2005-005-005-M | MMIS | Recipient | | Enhancement - ENH | Revise selection crit |
| 2005-027-002-M | MMIS | Other | 4 | Enhancement - ENH | Modify Provider Aud |
| 2005-221-001-I | IRP | | | Fix - FIX | aaa |

Deliverables One Set for Release Total Esti

DMAS Planning Release

PPP Proposed Submit Date 06/27/2004

CCB/CM Approval Name Susan Spivey CCB/CM Approval Date 06/27/2004

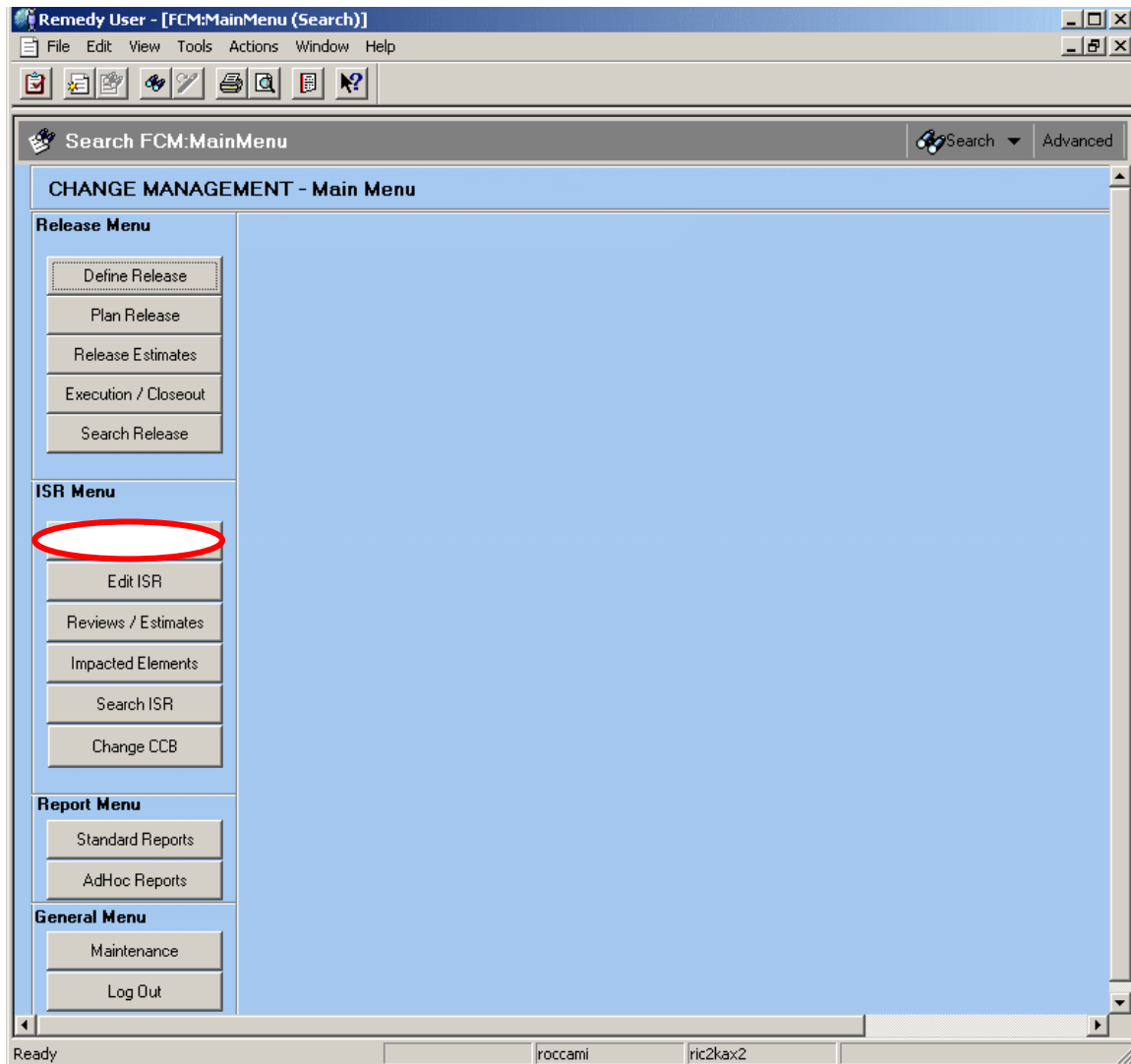
Actual PPP Date from FHS 06/27/2004 PPP OK? Yes Date 06/27/2004

DMAS Approved Release

CCB Approval Name Wayne Turnage CCB Approval Date 06/27/2004

1 Selected Number 1 of 2 iroccami ric2kax2

ISR Menu – 'Create ISR'



- 'Create ISR' is used by DMAS and FHS to create different types of ISR. This is accessible by DMAS Originator, FHS Team Lead, DMAS IM Analyst, FHS CM Coordinator and DMAS CM Coordinator.
- Click on 'Create ISR' option under 'ISR Menu' and the screen shown below is displayed.

Search FCM:MainMenu Search Advanced

CHANGE MANAGEMENT - Main Menu 09/02/2005

Release Menu

- Define Release
- Plan Release
- Release Estimates
- Execution / Closeout
- Search Release

ISR Menu

- Create ISR
- Edit ISR
- Reviews / Estimates
- Impacted Elements
- Search ISR
- Change CCB

Report Menu

- Standard Reports
- AdHoc Reports

General Menu

- Maintenance
- Log Out

ISR Type

- Fix - FIX
- Enhancement - ENH
- Emergency Work Order - EWO
- Research/Information - INF
- Adhoc - ADH
- Unknown - UNK
- Maintenance Service Request - MSR
- Letter Maintenance Request - LMR

iroccami2 iric2kax2

- List of available ISR Types are shown. Double click on the appropriate type of ISR to be created.
- IMPORTANT NOTES**
 - For FHSC user, list of available ISR Types is not displayed as the only applicable /available option is 'Fix - FIX' (default). In this case, the user is taken directly to 'Regular ISR Form (Base version)'.
 - Two different forms are used for creating an ISR. All ISR Types use the Regular ISR Form except for 'ADH' which uses the Adhoc ISR Form.
 - All ISR Types have one (1) tab of information (ISR Details), except for LMRs and MSRs (a second tab for each is displayed for entry). An additional tab for documentation will appear after the initial new ISR is saved.

All ISR Types (except 'Adhoc')

- Field name having an '(R)' following it indicates a required field when creating an ISR. These fields will be checked to ensure a value is entered before the ISR is considered to be complete and ready for approval by Division Director.
- 'ISR Status' can have the following values:
 - **New-Draft:** Initial setting when ISR is being created.
 - **New:** ISR has been created with all required fields and 'Print ISR - Final' is selected which means it is ready for the approval of Division Director.
 - **Ready-Division Director Approved:** Set when Division Director related 'Approved?' field is set to 'Yes'. This indicates that the Division Director has approved the ISR.
 - **Ready-For CCB:** Set when 'Date Received from FHS' and 'Est. Effort (Hours)' fields are entered - *applicable for ISR Types 'ENH' and 'EWO' only*. This indicates receipt of the Impact Assessment for the ISR by DMAS, the future approval of IA and prioritization of ISR by CCB (DMAS).
 - **Approved-CCB-Pending Baseline Assignment:** Set when 'CCB/CM Approval' fields (CCB/CM approval and CCB/CM approval date) are entered - *applicable for ISR Types 'ENH' and 'EWO' only*. This indicates the ISR approval and prioritization by CCB (DMAS).
 - **Approved-Assigned to Baseline/Project:** Set when 'Release No.' field is entered - *applicable for ISR Types 'ENH' and 'EWO' only*. This indicates the assignment of ISR to a Release by DMAS (refer to 'Assign/Unassign ISRs' function within 'Release Menu - Plan Release' option for more details).
 - **Approved:** Set when 'CCB/CM Approval' field is entered - *applicable for ISR Types 'FIX', 'INF', 'LMR', 'MSR' only*. This indicates the approval of ISR by CM Manager.

Note: For all ISRs included in a Release, this 'ISR Status' value is automatically set when 'Release Status' field is set to 'Project-Approved' (refer to 'Release Menu - Define Release' option for more details).

- **In-Progress:** Set when FHS 'Date Received' field is entered and indicates the start of work on ISR by FHS.

Note: For any ISR included in a Release, the setting of this 'ISR Status' value will automatically update the 'Release Status' field to 'Project-In-Progress' (refer to 'Release Menu - Define Release' option for more details).

- **Complete-Awaiting Billing:** Set when User Acceptance 'DMAS Signoff Date' field is entered and indicates DMAS acceptance of the ISR completed work. *Applicable for ISR types EWO and Releases.*

Note: For all ISRs included in a Release, this 'ISR Status' value is automatically set when 'Release Status' field is set to 'Complete-Awaiting Billing' (refer to 'Release Menu - Execution/Closeout' option for more details).

- **Closed-Complete:** Set when 'Close Date' field is entered and indicates the verification/acceptance of all deliverables as well as payment having been made for the ISR related invoice(s) when required.
 - **Closed-Cancelled:** Set when Division Direction related 'Approved?' field is set to 'No' or 'CCB/CM Disapproval Date' field is entered. This indicates the disapproval and cancellation of an ISR by Division Director, CM Manager, CM Coordinator, or CCB (DMAS).
 - **Deferred:** Set when 'CCB/CM On Hold Date' field is entered. This indicates the deferring of an ISR.
- ISR Types 'FIX', 'ENH', 'EWO', 'UNK', 'INF' use the Regular ISR Form (Base version) while 'MSR' and 'LMR' have an additional tab. Screen layouts of the different forms are shown below.

Regular Form (Base version)

- Information on the fields related to the 'Create ISR' function is shown in the table below.

Note: 'Platform' and 'ISR Title' fields entered and must be saved in order for the fields on the 'ISR Details' tab to be enabled.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|------------|--------------|--|
| 1 | - | - | Platform (R) | The Platform (R) is a selection field. Select value from drop-down list: MMIS, IRP or Other. |
| 2 | - | - | ISR Number | System generated after 'Platform' has been selected and entry of 'ISR Title' information has been saved. CCYY-999-001-X CCYY - Year 999 - Julian Date 001 - Sequence number X - Platform (M - MMIS, I - IRP or O - Other) of the creation date. |
| 3 | - | - | ISR Type | System generated after ISR Type is selected on earlier screen. Exception: Field is enabled for |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------|------------|------------------|---|
| | | | | ISR Type 'Unknown - UNK'. This has to be changed to one of the other ISR Types before it is considered to be ready for approval by DMAS Division Director by selecting 'final' or selecting 'draft' on Print screen. |
| 4 | - | - | ISR Title (R) | Any letters, numbers, symbols or keywords can be accepted. The ISR Title (R) field is 69 characters. |
| 5 | - | - | Release No. | System generated when ISR is assigned to a particular Release. Refer to 'Plan Release' for more details. Note: for CM Coordinator use only. |
| 6 | - | - | Prev Release No. | System generated if ISR was moved from one release to another release. This displays the previous release number assigned. Note: for CM Coordinator use only. |
| 7 | - | - | Build No. | All Build Numbers supplied by FHS to implement the Approved Release/Project in production are entered. FHS/DMAS CM Coordinator use only. Can contain up to 20 characters. |
| 8 | - | - | ISR Status | System generated according to the progress of the ISR on the defined ISR process. Details of settings for 'ISR Status' can be found above the screen display. |
| 9 | ISR Details | Create ISR | Originator (R) | System generated name of DMAS Originator or FHS Coordinator. Default: Name associated to user ID (part of application security setup). Additionally, type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel menu to modify this field. Originator (R) is a character field and can contain up to 50 characters. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|------------|---------------------------|---|
| 10 | ISR Details | Create ISR | Org. | System generated according to organization of Originator. |
| 11 | ISR Details | Create ISR | Open Date (R) | System generated date. MM/DD/CCYY Note: Date is the date the ISR was created and cannot be modified. |
| 12 | ISR Details | Create ISR | Phone (R) | Phone number can be accepted or pulled from FCM:Personnel. The Phone (R) field can contain 15 characters. |
| 13 | ISR Details | Create ISR | Requested Completion Date | Select a date from the calendar editor or type a value to modify this field. Requested Completion Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 14 | ISR Details | Create ISR | User Project | Any letters, numbers, symbols or keywords can be accepted. The User Project field is 50 characters. Note: Enter grouping under which ISR is to be reported. User Project is disabled for ISR Type 'MSR' and 'LMR' as it is not applicable. |
| 15 | ISR Details | Create ISR | CCB/CM Mandatory Date | Select a date from the calendar editor or type a value to modify this field. CCB/CM Mandatory Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 16 | ISR Details | Create ISR | Impact Type (R) | A value is selected to modify this field. The Impact Type (R) field is a Selection field The selection types are 'Audit Requirement', 'Cost Savings Initiative', 'FHSC Other', 'FHSC Performance Issue', 'FHSC Production Support', 'FHSC Recovery/Data', 'FHSC Research/Fix', 'Mandated Policy |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|------------------|-----------------------|---|
| | | | | Change by CMS', 'Mandated Policy Change by General Assembly', 'Mandated Policy Change by Other', 'Operational Efficiency', 'Other' and 'System Fix'. |
| 17 | ISR Details | Create ISR | Projected Savings (R) | A number can be accepted between 0 and 2,147,483,647 to modify the field. Projected Savings (R) is an Integer field. Note: Enter numeric value only (no dollar (\$) or decimal (.) is allowed. (for Michele) |
| 18 | ISR Details | Create ISR | Subsystem (R) | A value is selected to modify this field. The Subsystem (R) field is a Selection field. The selection of subsystems are: 'AVRS', 'All', 'Automailing', 'Claims', 'Drug', 'EPSDT', 'Financial', 'First IQ', 'First Rebate', 'Global', 'Interfaces', 'MARS', 'Other', 'Provider', 'Recipient', 'Reference' and 'SAS'. |
| 19 | ISR Details | User(s) Impacted | Providers (R) | A value is selected to modify this field. The Providers (R) field is a Selection field. The selections are 'Yes', 'No' and 'clear'. Providers (R) is disabled for ISR Type 'MSR' and 'LMR' as it is not applicable. |
| 20 | ISR Details | User(s) Impacted | Recipients (R) | A value is selected to modify this field. The Recipients (R) field is a Selection field. The selections are 'Yes', 'No' and 'clear'. Recipients (R) is disabled for ISR Type 'MSR' and 'LMR' as it is not applicable. |
| 21 | ISR Details | User(s) Impacted | DMAS Users (R) | A value is selected to modify this field. The DMAS Users (R) field is a Selection field. The selections are 'Yes', 'No' and 'clear'. DMAS Users (R) is disabled for ISR Type 'MSR' and 'LMR' as it is not applicable. |
| 22 | ISR Details | User(s) Impacted | Help Desk (R) | A value is selected to modify this field. The Help Desk (R) |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|------------------|------------------------|---|
| | | | | field is a Selection field. The selections are 'Yes', 'No' and 'clear'. Help Desk (R) is disabled for ISR Type 'MSR' and 'LMR' as it is not applicable. |
| 23 | ISR Details | User(s) Impacted | VaMMIS Operations (R) | A value is selected to modify this field. The VAMMIS Operations (R) field is a Selection field. The selections are 'Yes', 'No' and 'clear'. VaMMIS Operations (R) is disabled for ISR Type 'MSR' and 'LMR' as it is not applicable. |
| 24 | ISR Details | Create ISR | ISR Purpose (R) | Any amount of letters, numbers, symbols or keyword can be typed to modify ISR Purpose (R) field. ISR Purpose (R) can contain Unlimited characters. |
| 25 | ISR Details | Create ISR | Change Description (R) | When the Change Description (R) Control button is clicked, the screen shown below (1a) at end of this table is displayed. This shows the previous entry of the Change Description in upper box and a new entry or modification can be made using the lower box. 'Change Description' is a diary field and can contain up to 32,000 characters. Note: Saving a 'Change Description' entered in the lower box replaces all entries shown in the upper box. A warning popup will appear when saving the change to prevent any inadvertent replacements. 'Yes' will replace any entry. 'No' and clicking the 'X', will add the entry to the list of other entries. |
| 26 | ISR Details | Create ISR | Impact if Disapproved | Any amount of letters, numbers, symbols or keyword can be typed to modify Impact if Disapproved field. Impact if Disapproved can contain Unlimited characters. |
| 27 | ISR Details | - | Contacts | FCM:UserContactResources screen shown below (1b) is displayed when 'Contacts' |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|--------------------|---------------------|--|
| | | | | <p>button is clicked.</p> <p>This dialog form is used to connect "User Contacts" to an ISR. It fills the table fields on the related ISR when the ISR is displayed or saved. Walk table logic is used to store the data on the ISR.</p> <p>When drop down button next to the name field is clicked, a name is highlighted and clicked 'O.K', then that name will be displayed on the Name field. When name is displayed in the name field and the 'Add' button is clicked' then the name will be added to the 'List of Personnel' table. When a name in 'List of Personnel' field is double clicked, it is displayed in the name field. When 'Remove' button is clicked, the name will be deleted from the 'List of Personnel' table. (1c)</p> |
| 28 | ISR Details | Create ISR | Claim Status | A value is selected to modify this field. The Claim Status field is a Selection field. Selection is 'No Action', 'Mass Adjustment', 'Recycle', 'Resubmit'. Claim Status may only be modified when the claim status is 'New - Draft'. |
| 29 | ISR Details | | Payment Correction | Displays data from the 'Payment Correction' field from Over/UnderPayment screen. |
| 30 | ISR Details | | 'Over/Under' Button | Click on the 'Over/Under' button in which a FCM:OverUnderPayment screen appears. (1d) |
| 31 | | Over/Under Payment | ISR Number | Displays the ISR Number. |
| 32 | | Over/Under Payment | Payment Correction | <p>Three options are available. Click on drop down button and select</p> <p>"Overpayment",</p> <p>"Underpayment" or "(clear)".</p> <p>'Payment Correction' is a</p> |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|----------|--------------------|----------------------|---|
| | | | | selection field. |
| 33 | | Over/Under Payment | Date Identified | Select a date from the calendar editor or type a value to modify this field. Date Identified is a TimeStamp field. MM/DD/CCYY |
| 34 | | Over/Under Payment | Method_of_Resolution | Any amount of letters, numbers, symbols or keyword can be typed to modify Impact if Disapproved field. Method_of_Resolution can contain Unlimited characters. (DMAS CM Coordinator use only.) Carolyn to check. |
| 35 | | Over/Under Payment | Date Resolved | Select a date from the calendar editor or type a value to modify this field. Date Resolved is a TimeStamp field. MM/DD/CCYY (DMAS CM Coordinator use only.) |
| 36 | | Over/Under Payment | | Click 'OK' to apply entries and exit. Click 'Cancel' to disregard entries and exit. |

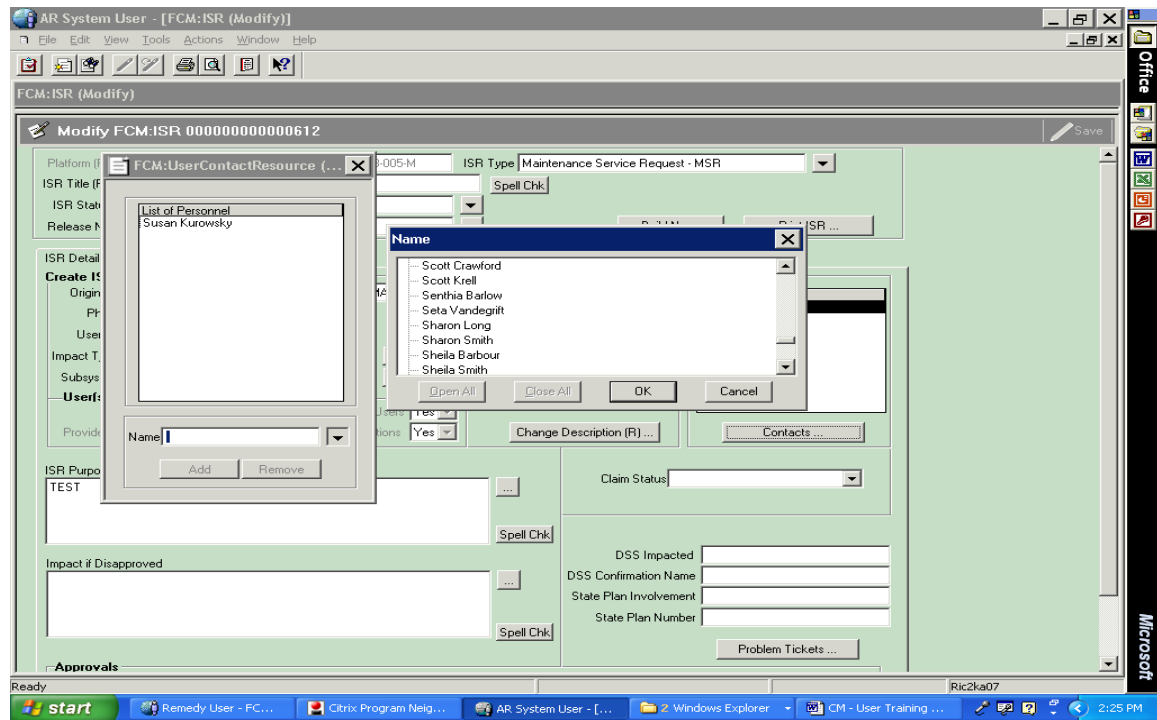
1a. Ready

Note: Copy/paste functions can be used to copy information from upper box into lower box. This can be done as follows:

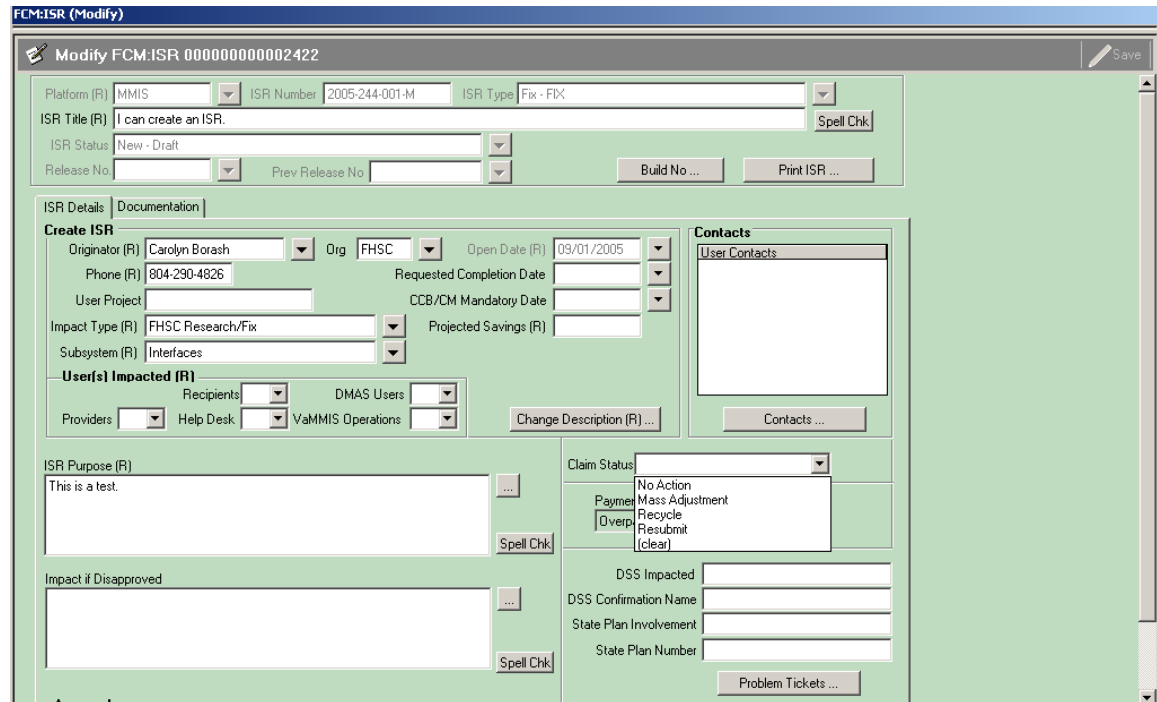
- Highlight the portion to be copied from upper box.
- Right click in upper box and select 'Copy'.

- c. Place cursor in lower box.
- d. Right click in lower box and select 'Paste'.

1b.



1c.



1d.

Remedy User - [FCM:ISR (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:ISR 000000000000169

Platform (R) MMIS ISR Number 2002-340-001-M ISR Type Fix - FIX

ISR Title (R) Data Archive Criteria Spell Chk

ISR Status Approved

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details | Reviews / Estimates | Execution / Closeout | Documentation

Create ISR

Originator (R) Jim Rogers

Phone (R) 804-225-4291

User Project

Impact Type (R) Other

Subsystem (R) Provider

Users Impacted (R)

Providers No Recipients No

Help Desk No VaMM

ISR Purpose (R) n/a

Impact if Disapproved

Spell Chk

Approvals

Division Director Name Alan MacDonald Division Director Date 12/11/2002 Approved? Additional Approvals ...

FCM:OverUnderPayment (ric2kax2)

ISR Number 2002-340-001-M

Payment Correction Method of Resolution

Date Identified Date Resolved

Close

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

Ready Number 4 of 791 jurowskysu ric2kax2

start N:\groups\VAMMIS\C... CM - User Training V1... Remedy User - [FCM: Citrix Program Neighb... 10:29 AM

1e.

The screenshot shows the 'Modify FCM:ISR 000000000002422' form. The 'Create ISR' section is active, showing fields for Originator (Carolyn Borash), Phone (804-290-4826), User Project, Impact Type (FHSC Research/Fix), Subsystem (Interfaces), and Users Impacted (Recipients, DMAS Users, Providers, Help Desk, VaMMIS Operations). The 'ISR Purpose' field contains 'This is a test.' The 'Problem Ticket' dialog box is open, showing a 'Ticket Number' field and 'Add' and 'Remove' buttons. The 'Approvals' section at the bottom includes fields for Division Director Name, Division Director Date, and Approved? (Yes/No). The status bar at the bottom indicates 'No matching table items found' and 'Number 1 of 2'.

1f.

The screenshot shows the 'Modify FCM:ISR 000000000002422' form. The 'Create ISR' section is active, showing fields for Originator (Carolyn Borash), Phone (804-290-4826), User Project, Impact Type (FHSC Research/Fix), Subsystem (Interfaces), and Users Impacted (Recipients, DMAS Users, Providers, Help Desk, Val). The 'ISR Purpose' field contains 'This is a test.' The 'FCM:PrintOptions' dialog box is open, showing 'PRINT OPTIONS' with two radio buttons: 'FINAL' (selected) and 'DRAFT'. The 'FINAL' option is selected, and the 'DRAFT' option is also selected. The 'PRINT OPTIONS' dialog box has two red circles highlighting the 'FINAL' and 'DRAFT' radio buttons. The status bar at the bottom indicates 'Ready' and 'Number 1 of 2'.

Report Preview -- FCM:ReportForm3 (Ric2ka07)

1 of 2 100% Total: 1 100% 1 of 1

DRAFT
Information Service Request

ISR # 2006-033-001-M Fix - FIX

| | | | | | |
|-----------------------|--------------------|-----------------------|--------------------------|------------------------|----------------------------------|
| ISR Status | New - Draft | Release No | | Open Date | 02/02/2006 |
| Impact Type | | Originator | Steve Tetrault | Phone | 7728 |
| Title | test server | | | Project Savings | |
| DMAS User Contacts | FHS C Resources | Claim Status | | | |
| ISR Purpose | | | | | |
| Change Description | | | | | |
| Impact If Disapproved | | | | | |
| User(s) Impacted | Providers | Recipients | DMAS User | Help Desk | VaMMIS Operations |
| CCB Priority | Platform | | MMIS | Subsystems | |
| Division Director | | Date | | | |
| DMAS Analyst | Unassigned | Phone | | Request OK? | Date |
| BSS Impact | | BSS Confirmation Name | | State Plan Involvement | State Plan Number |
| Impact Assessment | Date Sent to FHS C | | Date Received from FHS C | | DMAS Requested Consultation Date |

start Remedy User... Citrix Progra... AR System U... Report Previ... Windows ... CM - User Tr... 4:18 PM

Regular ISR Form (LMR version)

Note: Refer to ISR details section for description of fields for base form.

FCM:ISR (Modify)

Modify FCM:ISR 000000000000417

Platform (R) MMIS ISR Number 2003-294-003-M ISR Type Letter Maintenance Request - LMR

ISR Title (R) Modify PD-91 Cancellation Letter

ISR Status Closed-Completed

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details LMR Data Documentation

Create ISR

Originator (R) Deborah Sprang Org DMAS Open Date (R) 10/21/2003

Phone (R) 804-225-2364 Requested Completion Date 12/15/2003

User Project CCB/CM Mandatory Date 12/15/2003

Impact Type (R) Mandated Policy Change by CMS Projected Savings (R) 0

Subsystem (R) Other

User(s) Impacted (R)

Recipients Yes DMAS Users No

Providers No Help Desk Yes VAMMIS Operations No

Change Description (R) ...

Contacts

User Contacts

ISR Purpose (R)

n/a

Claim Status

Payment Correction Over/Under

Impact if Disapproved

Notification will not be compliant with regulations effective 10-1-03.

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

Second tab for 'LMR' version only.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|-------------|-------------|---|
| 1 | LMR Data | Doc Details | Doc Name | Any letters, numbers, symbols or keywords can be accepted. Doc Name field is 69 characters. Field is applicable and visible for ISR Type of 'LMR' only. |
| 2 | LMR Data | Doc Details | Folder Name | Any letters, numbers, symbols or keywords can be accepted or a selection can be accepted. Folder Name field is 69 characters. Selection types include: 'Claims', 'EPSDT', 'Finance' or 'Recipient'. Folder Name is applicable and visible for ISR Type of 'LMR' only. |
| 3 | LMR Data | Doc Details | Doc ID | Any letters, numbers, symbols or keywords can be accepted. Doc ID field is 69 characters. Field is applicable and visible for ISR Type of 'LMR' only. |

Regular ISR Form (MSR version)

Note: Refer to ISR details section for description of fields.

FCM:ISR (Modify)

Modify FCM:ISR 000000000001376 Save

Platform (R) ISR Number ISR Type Spell Chk

ISR Title (R) Spell Chk

ISR Status

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details | MSR Data | Documentation

Create ISR

Originator (R) Org Open Date (R)

Phone (R) Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

User(s) Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations Change Description (R) ... Contacts ...

Contacts

User Contacts

ISR Purpose (R)

See change description ... Spell Chk

Impact if Disapproved

These recipients will continue to incorrectly reflect Medicare benefit packages which will keep them from correctly enrolling into Managed Care. This is contrary to the Managed Care Waivers and regulations. ... Spell Chk

Claim Status

Payment Correction Over/Under

DSS Impacted

DSS Confirmation Name

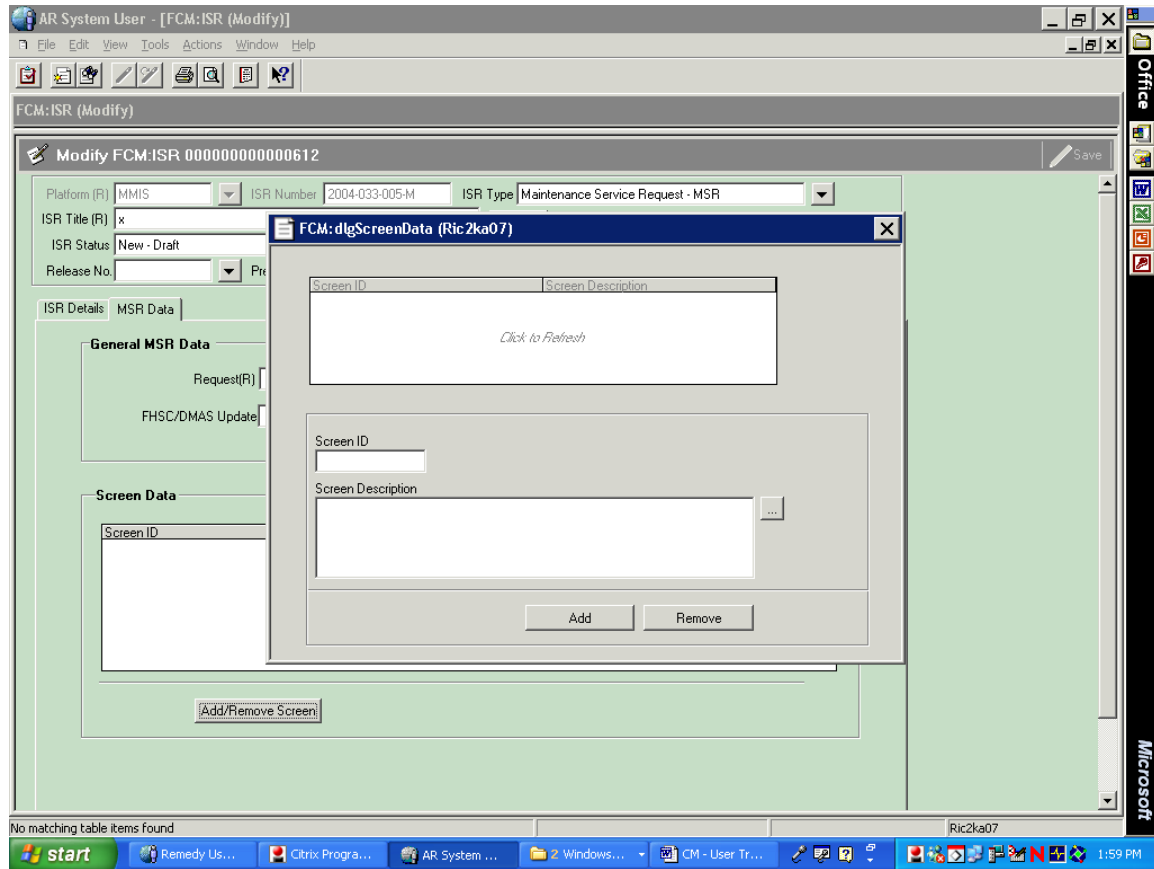
State Plan Involvement

State Plan Number Problem Tickets ...

Approvals

Second tab for 'MSR' version only.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|------------------|------------------|---|
| 1 | MSR Data | General MSR Data | Request (R) | Any letters, numbers, symbols or keywords can be accepted or a selection can be accepted. Request (R) field is 50 characters. Field is applicable and visible for ISR Type of 'MSR' only. Selection types include: 'Batch', 'Edit', 'Other', 'Provider Codes affect Pricing', 'Rates', 'Recipient Codes affect Pricing', 'Tables' and 'Value Sets'. |
| 2 | MSR Data | General MSR Data | FHSC/DMAS Update | A value is selected to modify this field. The FHSC/DMAS Update field is a Selection field. Field is applicable and visible for ISR Type of 'MSR' only. Selection types include: 'FHSC', 'DMAS' and '(clear)'. |



| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|-------------|--------------------|---|
| 1 | - | Screen Data | Screen ID | Any number, letter, symbol or keyword can be accepted. Screen ID field is a character field and can contain up to 20 characters . When 'Add' is clicked, data will be added to 'Screen ID' list on the FCM:dlgScreenData screen. When data is double clicked on the 'Screen ID' list, the 'Remove' button is enabled. When 'Remove' button is clicked, data will be deleted from 'Screen ID' list on the FCM:dlgScreenData screen. |
| 2 | - | Screen Data | Screen Description | Any number, letter, symbol or keyword can be accepted. Screen Description field is a character field and can contain unlimited characters . When 'Add' is clicked, data will be added to 'Screen Description' list on the FCM:dlgScreenData screen. When data is double clicked on the 'Screen |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|----------|------------|------------|--|
| | | | | Description' list, the 'Remove' button is enabled. When 'Remove' button is clicked, data will be deleted from 'Screen Description' list on the FCM:dlgScreenData screen. |

ISR Type 'ADH' Only

- Field name having an '(R)' following it indicates a required field when creating an ISR. These fields will be checked to ensure a value is entered before the ISR is considered to be complete and ready for approval by Division Director.
- 'ISR Status' can have the following values:
 - **New-Draft:** Initial setting when ISR is being created.
 - **New:** ISR has been created with all required fields and 'Print ISR - Final' is selected which means it is ready for the approval of Division Director.
 - **Ready-Division Director Approved:** Set when Division Director related 'Approved?' field is set to 'Yes'. This indicates that the Division Director has approved the ISR.
 - **Approved:** Set when 'CCB/CM Approval' field is entered. This indicates the approval of ISR by CM Manager.
 - **In-Progress:** Set when FHS 'Date Received' field is entered and indicates the start of work on ISR by FHS.
 - **Closed-Complete:** Set when 'Close Date' field is entered and indicates the verification/acceptance of all deliverables.
 - **Closed-Cancelled:** Set when Division Direction related 'Approved?' field is set to 'No' or 'CCB/CM Disapproval Date' field is entered. This indicates the disapproval and cancellation of an ISR by Division Director, CM Manager, CM Coordinator, or CCB (DMAS).
 - **Deferred:** Set when 'CCB/CM On Hold Date' field is entered. This indicates the deferring of an ISR.

ISR Type 'ADH' uses the Adhoc ISR Form and the screen layout is shown below.

Adhoc ISR Form

File Edit View Tools Actions Window Help

Modify FCM:ISR_Adhoc 000000000000256 Save

Platform (R) [] ISR Number [] ISR Type Adhoc - ADH Build No. ...
ISR Title (R) [] Spell Chk
ISR Status New - Draft Release No. [] Print ISR

ISR Details Execution / Closeout

Create ISR
Originator (R) [rocca michele] Phone (R) [804-555-1212]
Open Date (R) [03/02/2005] FOIA Status []
FOIA Requestor []
Selection Criteria (R) [] ... Spell Chk
Output Data Elements (R) [] Spell Chk
Change Description (R) ...

Type of Information
Data Type (R) [] Detail [No] Sort By []
Summarized By [] Subtotal [] Total []

Media Requested
Paper [No] Diskette [No] EMail [No] CD Rom [No] On Demand [No] Other []
Similar Request [] ISR Request Name []
Requested Completion Date []

Approvals
Division Director Approval [] Div. Dir. Date [] Approved? []
CCB/CM Approval [] CCB/CM Date []

Contacts
User Contacts []
Contacts ...

Number 1 of 1 irccami2 ric2kax2

- Information on the fields related to the 'Create ISR' function is shown in the table following the screen display.

Note: Initial requirement is to have the 'Platform' and 'ISR Title' fields entered and saved in order for the fields on the 'ISR Details' tab to be enabled.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------|------------|----------------|--|
| 1 | - | - | Platform (R) | The Platform (R) is a selection field. Select values from drop-down list are: 'MMIS', 'IRP' or 'Other'. |
| 2 | - | - | ISR Number | System generated after 'Platform' has been selected and entry of 'ISR Title' information has been saved. CCYY-999-001-X CCYY - Year 999 - Julian Date 001 - Sequence number X - Platform (M - MMIS, I - IRP or O - Other) of the creation date. |
| 3 | - | - | ISR Type | System generated after ISR Type is selected on earlier screen. Exception: Field is enabled for ISR Type 'Unknown - UNK'. This has to be changed to one of the other ISR Types before it is considered to be ready for approval by DMAS Division Director by selecting 'final' or selecting 'draft' on Print screen. |
| 4 | - | - | ISR Title (R) | Any letters, numbers, symbols or keywords can be accepted. The ISR Title (R) field is 69 characters. |
| 5 | - | - | Release No. | Not Applicable |
| 6 | - | - | Build No. | Not Applicable |
| 7 | - | - | ISR Status | System generated according to the progress of the ISR on the defined ISR process. Details of settings for 'ISR Status' can be found above the screen display. |
| 8 | ISR Details | Create ISR | Originator (R) | System generated name of DMAS Originator or FHS Coordinator. Default: Name associated to user ID (part of application security setup). Additionally, type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel menu to modify this field. Originator (R) is a |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|------------|--------------------------|---|
| | | | | character field and can contain up to 50 characters. |
| 9 | ISR Details | Create ISR | Phone (R) | Phone number can be accepted or pulled from FCM:Personnel. The Phone (R) field can contain 15 characters. |
| 10 | ISR Details | Create ISR | Open Date (R) | System generated date. MM/DD/CCYY Note: Date is the date the ISR was created and cannot be modified. |
| 11 | ISR Details | Create ISR | FOIA Status | A value is selected to modify this field. FOIA Status is a Selection field Selection types are: 'Cost Est. Requested', 'Cost Est. Awaiting Approval', 'Cost Est. Received', 'Cost Est. Approved', 'Cost Est. Disapproved' and '(clear)'. |
| 12 | ISR Details | Create ISR | FOIA Requestor | Type letters, numbers, symbols or keywords. FOIA Requestor is a character field and can contain up to 50 characters. |
| 13 | ISR Details | Create ISR | Selection Criteria (R) | Type letters, numbers, symbols or keywords. Selection Criteria (R) is a character field and can be unlimited. |
| 14 | ISR Details | Create ISR | Output Data Elements (R) | Type letters, numbers, symbols or keywords. Output Data Elements (R) is a character field and can be unlimited. |
| 15 | ISR Details | Create ISR | Change Description (R) | When the Change Description (R) Control button is clicked, the screen shown below (1a) at end of this table is displayed. This shows the previous entry of the Change Description in upper box and a new entry or modification can be made using the lower box. 'Change Description' is a diary field and can contain up to 32,000 characters. Note: Saving a 'Change Description' entered in the lower box replaces all entries shown in the upper box. A warning popup will appear when saving the change to prevent any inadvertent replacements. 'Yes' will replace any entry. 'No' and clicking the 'X', will add the entry to the list of other entries. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|---------------------|---------------|---|
| 16 | ISR Details | - | Contacts | <p>FCM:UserContactResources screen shown below (1b) is displayed when 'Contacts' button is clicked.</p> <p>This dialog form is used to connect "User Contacts" to an ISR. It fills the table fields on the related ISR when the ISR is displayed or saved. Walk table logic is used to store the data on the ISR.</p> <p>When drop down button next to the name field is clicked, a name is highlighted and clicked 'O.K', then that name will be displayed on the Name field. When name is displayed in the name field and the 'Add' button is clicked' then the name will be added to the 'List of Personnel' table.</p> <p>When a name in 'List of Personnel' field is double clicked, it is displayed in the name field. When 'Remove' button is clicked, the name will be deleted from the 'List of Personnel' table. (1c)</p> |
| 17 | ISR Details | Type of Information | Data Type (R) | Data Type is a selection field. Selection type include: 'FAMIS', 'Medicaid' or 'Both'. |
| 18 | ISR Details | Type of Information | Detail | Detail is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 19 | ISR Details | Type of Information | Sort By | Type letters, numbers, symbols or keywords. Sort By is a character field and can contain up to 25 characters. |
| 20 | ISR Details | Type of Information | Summarized By | Type letters, numbers, symbols or keywords. Summarized By is a character field and can contain up to 50 characters. |
| 21 | ISR Details | Type of Information | Sub Total | Type letters, numbers, symbols or keywords. Sub Total is a character field and can contain up to 20 characters. |
| 22 | ISR Details | Type of Information | Total | Type letters, numbers, symbols or keywords. Total is a character field and can contain up to 20 characters. |
| 23 | ISR Details | Media | Paper | Paper is a selection field. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|-----------------|---------------------------|---|
| | | Requested | | Selection type include: 'Yes', 'No' or '(clear)'. |
| 24 | ISR Details | Media Requested | Diskette | Diskette is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 25 | ISR Details | Media Requested | E Mail | E Mail is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 26 | ISR Details | Media Requested | CD Rom | CD Rom is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 27 | ISR Details | Media Requested | On Demand | On Demand is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 28 | ISR Details | Media Requested | Other | Type letters, numbers, symbols or keywords. Summarized By is a character field and can contain up to 50 characters. |
| 29 | ISR Details | Create ISR | Similar Request | Similar Request is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 30 | ISR Details | Create ISR | ISR Request Name | Type letters, numbers, symbols or keywords. Summarized By is a character field and can contain up to 55 characters. |
| 31 | ISR Details | Create ISR | Requested Completion Date | Select a date from the calendar editor or type a value to modify this field. Requested Completion Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 32 | ISR Details | - | Print ISR | Screen shown below (1d) is displayed when 'Print ISR' is clicked. Two options are available - 'Draft' (user can still update ISR) and 'Final' (if all required fields have been entered). Note: 'Final' sets the 'ISR Status' field to 'New' and would prevent any further changes from being made to the ISR by the user. Click 'Send to Printer' to print hard copy. Select 'View on Screen' to display soft copy. User can also print or save on local drive. |

1a.

Note: Copy/paste functions can be used to copy information from upper box into lower box. This can be done as follows:

- a. Highlight the portion to be copied from upper box.*
- b. Right click in upper box and select 'Copy'.*
- c. Place cursor in lower box*
- d. Right click in lower box and select 'Paste'.*

1b.

AR System User - [FCM:ISR_Adhoc (Modify)]

FCM:ISR_Adhoc (Modify)

Modify FCM:ISR_Adhoc 00000000000076

Platform: FCM:UserContactResource (x) 3-365-007-M ISR Type: Adhoc - ADH Build No. ...

ISR Title: UserContactResource Spell Chk Release No. Print ISR

List of Personnel: Susan Kurowsky

Name: Sheila Smith, Shelley Jones, Sherill Taylor, Shiras Ryland, Stanley Fields, Stephen Riggs, Stephen Wood, Steve Ford

Open All Close All OK Cancel

Name: Add Remove

Media Requested: Paper No Diskette No Email No CD Rom No On Demand No Other

Similar Request: ISR Request Name: Requested Completion Date:

Approvals: Division Director Approval Div. Dir. Date Approved? CCB/CM Approval CCB/CM Date

1c.

AR System User - [FCM:ISR_Adhoc (Modify)]

FCM:ISR_Adhoc (Modify)

Modify FCM:ISR_Adhoc 00000000000076

Platform (R): MMIS ISR Number: 2003-365-007-M ISR Type: Adhoc - ADH Build No. ...

ISR Title (R): Eligibility Report Spell Chk Release No. Print ISR

ISR Status: New - Draft

FCM:PrintOptions (Ric2ka07)

PRINT OPTIONS

☒ FINAL - Select this option, if ISR is ready for DMAS Division Director approval. Status will be updated to NEW and no further changes can be made to this ISR. NOTE: Button is enabled when fields marked with 'R' are filled (Users Impacted fields are not required for MSR/LMRs).

☒ DRAFT - Select this option, if more changes are to be made to ISR. Status will remain as New - Draft.

1 entries returned - 1 entries matched

View on Screen

Report Preview -- FCM:ReportFormA (Ric2ka07)

1 of 2 100% Total:1 100% 1 of 1

DRAFT
Information Service Request
AD HOC REQUIREMENTS FORM

ISR # 2006-023-002-1

ISR Status New - Draft Open Date 01/23/2006

Originator Susan Kurosky Originator Phone 804-225-4630

Title TEST 1/23/06

DMAS User Contacts FHSC Resources

Change Description

Selection Criteria

Data Type

Data Elements Requested

Type of Information Detail No Sent By

Sub Totals Totals

Summarized By

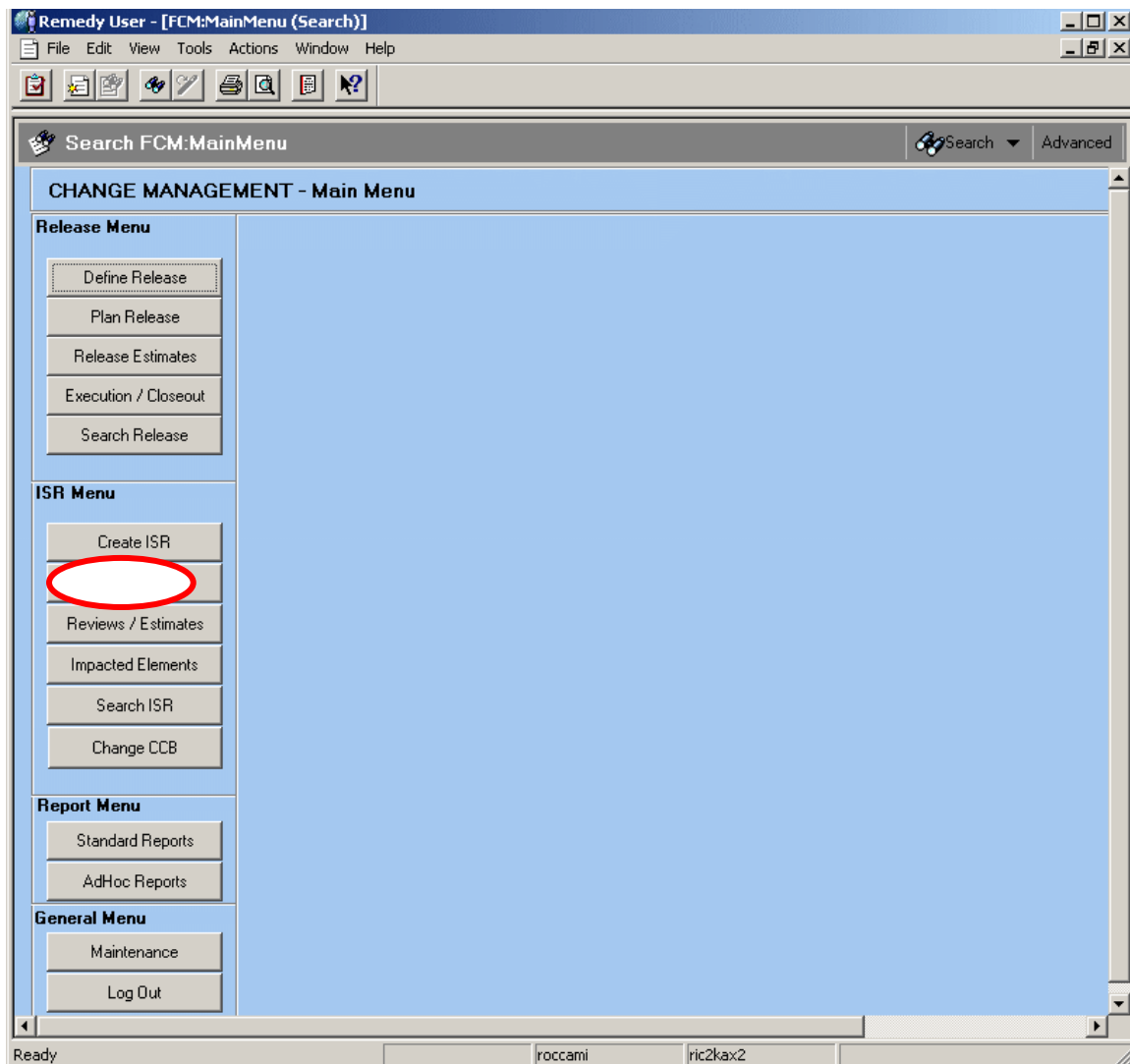
Media Requested Paper No Diskette No EMail No CD-ROM No Other (Specify)

Similar Request Request Name Date Needed

Division

start Remedy User... Citrix Progra... AR System U... Report Previ... 2 Windows ... CM - User Tr... 4:16 PM

ISR Menu – 'Edit ISR'



- 'Edit ISR' is a shortcut to the position at the 'ISR Details'. This is accessible and can be viewed by all users. Only DMAS CM Coordinator can update DMAS related information and only FHS CM Coordinator can update FHS information.
- Click on 'Edit ISR' option under 'ISR Menu' and the screen shown below is displayed.

File Edit View Tools Actions Window Help

Search FCM:MainMenu Search Advanced

09/02/2005

CHANGE MANAGEMENT - Main Menu

Release Menu

- Define Release
- Plan Release
- Release Estimates
- Execution / Closeout
- Search Release

ISR Menu

- Create ISR
- Edit ISR
- Reviews / Estimates
- Impacted Elements
- Search ISR
- Change CCB

Report Menu

- Standard Reports
- AdHoc Reports

General Menu

- Maintenance
- Log Out

| ISR Number | ISR Title | ISRType | Originator | ISRStatus | ISRFormName |
|----------------|---------------------------------------|-------------|------------------|----------------------------------|---------------|
| 2005-048-005 | x | | | | FCM:ISR |
| 2004-204-002-I | | | | | FCM:ISR |
| 2005-238-001-M | System test on 08/26/2005. | Adhoc - ADH | Carolyn Borash | New | FCM:ISR_Adhoc |
| 2005-229-002-M | it | Adhoc - ADH | lcm test | New - Draft | FCM:ISR_Adhoc |
| 2005-229-003-I | aaa | Adhoc - ADH | Adrian Petway | Closed-Completed | FCM:ISR_Adhoc |
| 2005-224-001-I | steve test1 | Adhoc - ADH | lcm test | Closed-Completed | FCM:ISR_Adhoc |
| 2005-223-001-I | asa | Adhoc - ADH | lcm test | Closed-Completed | FCM:ISR_Adhoc |
| 2005-222-014-M | aaaa | Adhoc - ADH | lcm test | Closed-Completed | FCM:ISR_Adhoc |
| 2005-221-005-I | adhoc for item 80 | Adhoc - ADH | lcm test | New - Draft | FCM:ISR_Adhoc |
| 2005-221-003-M | fff | Adhoc - ADH | lcm test | New - Draft | FCM:ISR_Adhoc |
| 2005-221-002-M | Test 80 - 1 | Adhoc - ADH | Mukundan Sriniva | New | FCM:ISR_Adhoc |
| 2005-195-001-I | testing for entry in change descrip | Adhoc - ADH | Bobby Powell | New - Draft | FCM:ISR_Adhoc |
| 2005-192-001-M | Test for Item # 201 | Adhoc - ADH | Jeryl Childs | New | FCM:ISR_Adhoc |
| 2005-189-001-M | This is to tes 'Selection Criteria' | Adhoc - ADH | Carolyn Borash | New | FCM:ISR_Adhoc |
| 2004-179-003-M | Test | Adhoc - ADH | DMAS Originator | New | FCM:ISR_Adhoc |
| 2004-179-001-O | This is another Test | Adhoc - ADH | DMAS Originator | New - Draft | FCM:ISR_Adhoc |
| 2004-144-001-I | Relafen-beecham div smithline b | Adhoc - ADH | Abigail Cooke | Approved | FCM:ISR_Adhoc |
| 2004-142-001-I | Eligibility Report | Adhoc - ADH | Bernadette Clark | Approved | FCM:ISR_Adhoc |
| 2004-141-001-O | Relafen-beecham div smithline b | Adhoc - ADH | Abigail Cooke | Closed-Cancelled | FCM:ISR_Adhoc |
| 2004-141-001-I | Eligibility count, number by, birth l | Adhoc - ADH | Bobby Powell | Approved | FCM:ISR_Adhoc |
| 2004-140-004-M | Modified 264 Transportation Rep | Adhoc - ADH | Peter Lubinkas | In Progress | FCM:ISR_Adhoc |
| 2004-140-001-O | Modified 264 Transportation Rep | Adhoc - ADH | Chris Owens | Ready-Division Director Approved | FCM:ISR_Adhoc |
| 2004-134-001-I | IMD/VAMMIS Match | Adhoc - ADH | Misty Thompson | Approved | FCM:ISR_Adhoc |
| 2004-131-001-I | Eligibility count by city/county and | Adhoc - ADH | Bobby Powell | Approved | FCM:ISR_Adhoc |
| 2004-128-002-I | Requesting DRG sample informat | Adhoc - ADH | William O'Bier | Approved | FCM:ISR_Adhoc |
| 2004-126-003-M | Rerun Ad Hoc Report for ESC 02 | Adhoc - ADH | Daniel Sullivan | Approved | FCM:ISR_Adhoc |
| 2004-126-002-M | Rerun Ad Hoc Report for ESC 02 | Adhoc - ADH | Daniel Sullivan | Approved | FCM:ISR_Adhoc |
| 2004-126-002-I | Eligibility Report | Adhoc - ADH | Bernadette Clark | Closed-Completed | FCM:ISR_Adhoc |
| 2004-126-001-I | Eligibility report | Adhoc - ADH | Bernadette Clark | Closed-Completed | FCM:ISR_Adhoc |
| 2004-124-001-I | MR & DD Provider Listing | Adhoc - ADH | Valarie Lytle | Approved | FCM:ISR_Adhoc |
| 2004-120-002-I | Paid claims report | Adhoc - ADH | Bernadette Clark | Closed-Completed | FCM:ISR_Adhoc |
| 2004-120-001-M | December 2003 Eligibility File and | Adhoc - ADH | Peter Lubinkas | Closed-Completed | FCM:ISR_Adhoc |
| 2004-120-001-I | Eligibility report | Adhoc - ADH | Bernadette Clark | Closed-Completed | FCM:ISR_Adhoc |
| 2004-118-002-I | Pharmacy report | Adhoc - ADH | Bernadette Clark | Closed-Completed | FCM:ISR_Adhoc |
| 2004-118-001-I | TEST | Adhoc - ADH | Susan Spivey | Approved | FCM:ISR_Adhoc |
| 2004-117-001-I | Run Quarterly CMS 21 Reports fo | Adhoc - ADH | Brenda Cooper | Approved | FCM:ISR_Adhoc |
| 2004-114-001-I | Baycol Payments | Adhoc - ADH | Stanley Fields | Approved | FCM:ISR_Adhoc |
| 2004-113-002-I | MEQC Pilot for Medicare Enrollme | Adhoc - ADH | Misty Thompson | Approved | FCM:ISR_Adhoc |
| 2004-113-001-I | Denied claims by provider class ty | Adhoc - ADH | Bobby Powell | Closed-Completed | FCM:ISR_Adhoc |
| 2004-110-001-I | Prepare Reports to Analyze Oran | Adhoc - ADH | Daniel Sullivan | New | FCM:ISR_Adhoc |
| 2004-107-002-I | Homstead Foundational | Adhoc - ADH | Stanley Fields | Closed-Completed | FCM:ISR_Adhoc |
| 2004-106-003-I | IMD PROVIDER DATA SUMMA | Adhoc - ADH | Bobby Powell | Closed-Completed | FCM:ISR_Adhoc |

2124 table items loaded

iroccami2 iric2kax2

- List of available ISRs are shown. Double-click on the 'ISR Number' of interest to access the information for the ISR. Sample screens for Regular ISR, LMR, MSR and Adhoc are shown below.

Regular ISR Form (Base version)

Remedy User - [FCM:ISR (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:ISR 000000000002467

Platform (R) MMIS ISR Number 2006-038-001-M ISR Type Fix - FIX

ISR Title (R) test over/under Spell Chk

ISR Status New

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details | Reviews / Estimates | Impacted Elements | Execution / Closeout | Documentation

Create ISR

Originator (R) Susan Kurowsky Org DMAS Open Date (R) 2/7/2006

Phone (R) 804-225-4630 Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) System Fix Projected Savings (R) 0

Subsystem (R) Other

User(s) Impacted (R)

Recipients No DMAS Users Yes

Providers Yes Help Desk No VaMMIS Operations Yes Change Description (R) ...

Contacts

User Contacts

Contacts ...

ISR Purpose (R)

test Spell Chk

Claim Status

Payment Correction Underpayment Over/Under

Impact if Disapproved

test Spell Chk

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

Approvals

Division Director Name Division Director Date Approved? Additional Approvals ...

Ready | kurowskysu | ric2kax2

LMR Form

Remedy User - [FCM:ISR (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:ISR 000000000002302

Platform (R) MMIS ISR Number 2005-220-002-M ISR Type Letter Maintenance Request - LMR

ISR Title (R) Test 1 Spell Chk

ISR Status Approved

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details LMR Data Reviews / Estimates Execution / Closeout Documentation

Create ISR

Originator (R) fcm test Org FHSC Open Date (R) 8/8/2005

Phone (R) 804-777-1212 Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

Users Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations Change Description (R) ...

Contacts

User Contacts

Contacts ...

ISR Purpose (R)

Claim Status

Payment Correction

Overpayment Over/Under

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

Impact if Disapproved

Spell Chk

Approvals

Division Director Name Division Director Date Approved? Additional Approvals ...

Ready kurowskysu ric2kax2

MSR Form

Remedy User - [FCM:ISR (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:ISR 000000000002339

Platform (R) MMIS ISR Number 2005-222-013-M ISR Type Maintenance Service Request - MSR

ISR Title (R) aaa Spell Chk

ISR Status New - Draft

Release No. Prev Release No Build No ... Print ISR ...

ISR Details MSR Data LMR Data Reviews / Estimates Execution / Closeout Documentation

Create ISR

Originator (R) fcm test Org FHSC Open Date (R) 8/18/2005

Phone (R) 804-777-1212 Requested Completion Date 8/23/2005

User Project CCB/CM Mandatory Date

Impact Type (R) FHSC Production Support Projected Savings (R) 400

Subsystem (R) Claims

Users Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations Change Description (R) ...

Contacts

User Contacts

Bernadette Clark

Bobby Powell

Contacts ...

ISR Purpose (R)

mmmm

a

b

c

d

Spell Chk

Impact if Disapproved

mm

Spell Chk

Claim Status Recycle

Payment Correction

Overpayment Over/Under

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

Approvals

Division Director Name Division Director Date Approved? Additional Approvals ...

Ready kurowskysu ric2kax2

Adhoc Form

Remedy User - [FCM:ISR_Adhoc (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:ISR_Adhoc 000000000000172 Save

Platform (R) IRP ISR Number 2004-118-001-1 ISR Type Adhoc - ADH Build No. ...

ISR Title (R) TEST Spell Chk

ISR Status Approved Release No. Print ISR

ISR Details Execution / Closeout

Create ISR

Originator (R) Susan Spivey Phone (R) 804-225-4630

Open Date (R) 4/27/2004 FOIA Status

FOIA Requestor

Selection Criteria (R) See change description ... Spell Chk

Output Data Elements (R) ... Spell Chk

Change Description (R) ...

Type of Information

Data Type (R) Both Detail Yes Sort By

Summarized By Subtotal Total

Media Requested

Paper No Diskette No EMail Yes CD Rom No On Demand No Other

Similar Request ISR Request Name

Requested Completion Date

Approvals

Division Director Approval James Rogers Div. Dir. Date 7/13/2005 Approved? Yes

CCB/CM Approval James Rogers CCB/CM Date 7/13/2005

Contacts

User Contacts

Contacts...

Ready ikurowskysu ric2kax2

- Information on the fields related to the screens shown above is in the table.

Note: This is for DMAS CM Coordinator use only.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------|----------------|----------------------------|---|
| 1 | ISR Details | Approvals | Division Director Name | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DivsnDirctr menu to modify this field. Division Director Name is a character field and can contain up to 50 characters. |
| 2 | ISR Details | Approvals | Approval Date | Select a date from the calendar editor or type a value to modify this field. Approval Date is a TimeStamp field. MM/DD/CCYY. Edit Check: Equal/Less than Current Date. |
| 3 | ISR Details | Approvals | Approved? | Approved? is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. Note: 'ISR Status' field is set to 'Ready-Division Director Approved' for 'Yes' setting and 'Closed-Cancelled' for 'No' setting. Warning pop-up appears to confirm the ISR is to be 'Closed-Cancelled' before the action is carried out. |
| 4 | ISR Details | Approvals | Additional Approvals | Screen shown below (1a) is displayed when 'Additional Approvals' button is clicked. Required approvals are entered as needed. Note: This button is enabled for 'LMRs' only. |
| 5 | - | DMAS Approvals | Division(s) Impacted | Type letters, numbers, symbols or keywords. Division(s) Impacted is a character field and can contain up to 69 characters. Applicable to 'LMR' only. |
| 6 | - | DMAS Approvals | Impacted Division Director | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DivsnDirctr menu to modify this field. Impacted |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------|----------------|---------------------|--|
| | | | | Division Director is a character field and can contain up to 50 characters. Applicable to 'LMR' only. |
| 7 | - | DMAS Approvals | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Applicable to 'LMR' only. |
| 8 | - | FHS Approvals | FHS Systems Manager | Name of Systems Manager approving the change. Applicable to 'LMRs' only. |
| 9 | - | FHS Approvals | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Applicable to 'LMRs' only. |
| 10 | ISR Details | Approvals | CCB/CM Approval | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:CCB/CM menu to modify this field. CCBCM:VA CCB/CM Approval is a character field and can contain up to 50 characters. Applicable to 'Adhoc ISRs' only. |
| 11 | ISR Details | Approvals | CCB/CM Date | Select a date from the calendar editor or type a value to modify this field. CCB/CM Date is a TimeStamp field. MM/DD/CCYY Applicable to 'Adhoc ISRs' only. Edit Check: Equal/Less than Current Date. |

1a.

AR System User - [FCM:ISR (Modify)]

File Edit View Tools Actions Window Help

Modify FCM:ISR 00000000000417

Platform (R) MMIS ISR Number 2003-294-003-M ISR Type Letter Maintenance Request - LMR

ISR Title (R) Modify PD-91 Cancellation Letter Spell Chk

ISR Status Closed-Completed

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details LMR Data Reviews / Estimates L FCM:AdditionalApproval (Ric2ka07)

Create ISR

Originator (R) Deborah Sprang

Phone (R) 804-225-2364

User Project

Impact Type (R) Mandated Policy Change by Ch

Subsystem (R) Other

User(s) Impacted (R)

Recipients Yes

Providers No Help Desk Yes Val

ISR Purpose (R)

n/a

Impact if Disapproved

Notification will not be compliant with regulations effective 10-1-03.

Spell Chk

DMAS Approvals

| Division(s) Impacted | Impacted Division Director | Date |
|----------------------|----------------------------|------------|
| Program Support | Jim Cohen | 10/21/2003 |
| | | |
| | | |
| | | |

FHS Approvals

FHS Systems Manager Date

Save

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

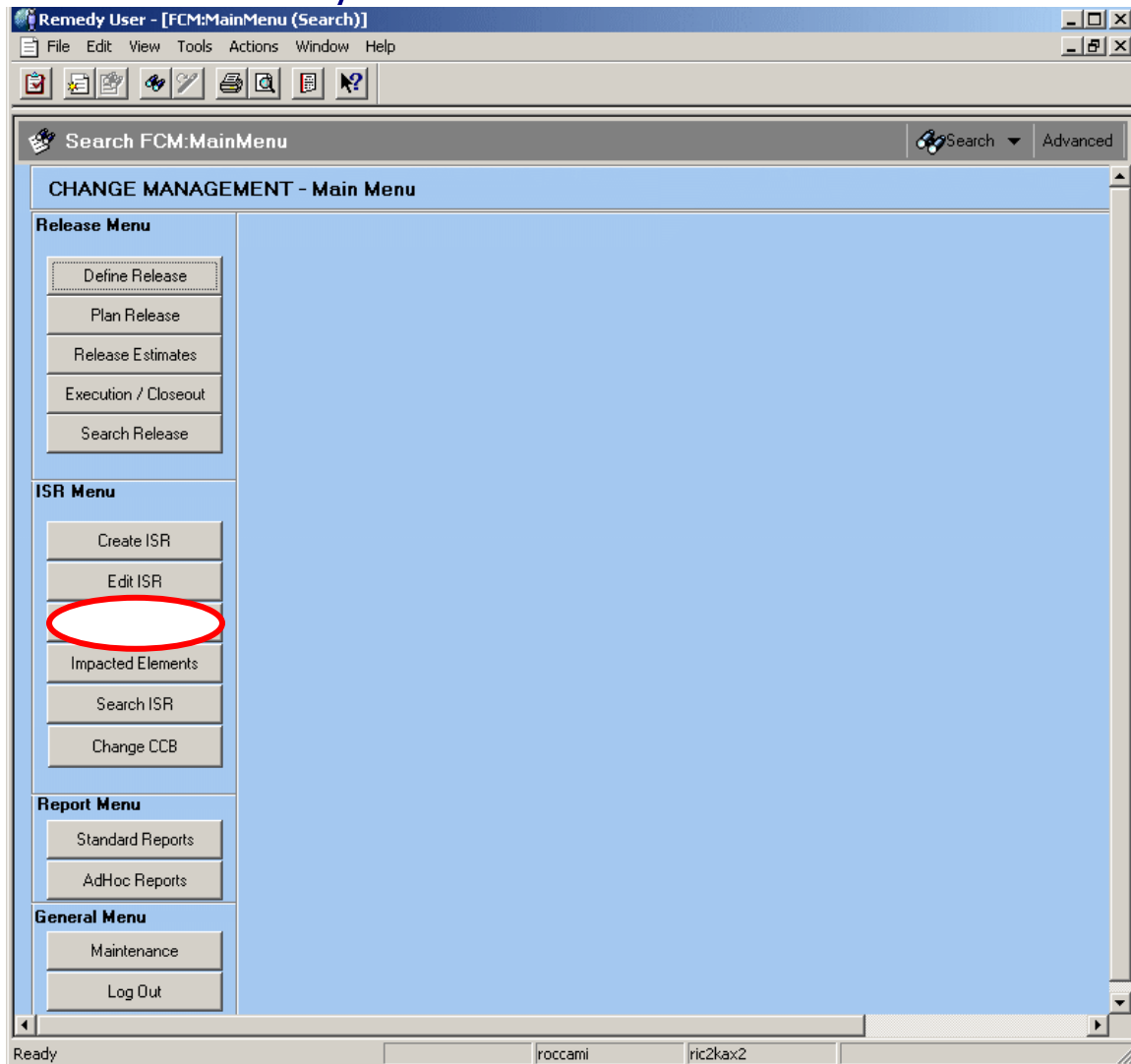
Approvals

Division Director Name Cynthia Jones Division Director Date 11/6/2003 Approved? Additional Approvals ...

Ready

start N:\groups\VAMMIS\C... CM - User Training V1... Remedy User - [FCM:... Citrix Program Neigh... AR System User - [F... 10:17 AM

ISR Menu - 'Reviews/Estimates'



- 'Reviews/Estimates' is a shortcut to the position at the 'Reviews/Estimates' tab which contains approval, DMAS Analyst assignment and estimate information. This is accessible and can be viewed by all users. Only DMAS CM Coordinator can update information.
- Click on 'Reviews/Estimates' option under 'ISR Menu' and the screen shown below is displayed.

FCM:MainMenu (Search)

Search FCM:MainMenu Search Advanced

CHANGE MANAGEMENT - Main Menu 03/01/2005

| Release Menu | ISR Number | ISR Title | ISRTYPE | Originator | ISRStatus | ISRFormName |
|----------------------|----------------|----------------------------|------------------|----------------|------------------|---------------|
| Define Release | 2005-242-007-I | aug30i | Fix - FIX | fcmtest | New | FCM:ISR |
| Plan Release | 2005-242-006-I | aug30f | Enhancement - E | fcmtest | New | FCM:ISR |
| Release Estimates | 2005-242-005-I | aug30e | Emergency Work | fcmtest | Approved | FCM:ISR |
| Execution / Closeout | 2005-242-004-I | aug30d | Emergency Work | fcmtest | New | FCM:ISR |
| Search Release | 2005-242-003-I | aug30c | Enhancement - E | fcmtest | New | FCM:ISR |
| | 2005-242-002-M | aug30h | Enhancement - E | fcmtest | New - Draft | FCM:ISR |
| | 2005-242-001-M | aug30b | Fix - FIX | fcmtest | New | FCM:ISR |
| | 2005-242-001-I | aug30g | Enhancement - E | fcmtest | New | FCM:ISR |
| | 2005-242-001-I | aug30a | Enhancement - E | fcmtest | New | FCM:ISR |
| | 2005-241-002-I | bbb | Fix - FIX | fcmtest | New | FCM:ISR |
| | 2005-241-001-I | aaa | Fix - FIX | fcmtest | New | FCM:ISR |
| | 2005-238-001-M | System test on 08/26/2005. | Adhoc - ADH | Carolyn Borash | New | FCM:ISR_Adhoc |
| | 2005-236-004-I | xxxx | Fix - FIX | Judy Bush | New | FCM:ISR |
| | 2005-236-003-I | x | Fix - FIX | Judy Bush | New - Draft | FCM:ISR |
| | 2005-236-002-I | aaaaaaaa | Fix - FIX | Abbe Voigt | New - Draft | FCM:ISR |
| | 2005-236-001-M | aaa | Fix - FIX | dmas test | New - Draft | FCM:ISR |
| | 2005-236-001-I | iii | Fix - FIX | Judy Bush | New - Draft | FCM:ISR |
| | 2005-235-001-I | this is misspelled | Maintenance Serv | dmas test | Closed-Completed | FCM:ISR |
| | 2005-231-001-I | aaaaa | Fix - FIX | fcmtest | In-Progress | FCM:ISR |
| | 2005-229-002-M | it | Adhoc - ADH | fcmtest | New - Draft | FCM:ISR_Adhoc |
| | 2005-229-001-M | Test for me | Fix - FIX | Carolyn Borash | New - Draft | FCM:ISR |
| | 2005-228-003-I | aaa | Adhoc - ADH | Adrian Petway | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-228-002-I | aaaa | Fix - FIX | fcmtest | Closed-Completed | FCM:ISR |
| | 2005-228-001-M | test 159a | Unknown - UNK | fcmtest | New - Draft | FCM:ISR |
| | 2005-228-001-I | test 2 for 159a | Emergency Work | dmas cmc | New - Draft | FCM:ISR |
| | 2005-224-001-I | steve test1 | Adhoc - ADH | fcmtest | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-223-001-I | asa | Adhoc - ADH | fcmtest | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-222-015-M | aaa | Emergency Work | fcmtest | In-Progress | FCM:ISR |
| | 2005-222-014-M | aaaa | Adhoc - ADH | fcmtest | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-222-013-M | aaa | Maintenance Serv | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-012-M | aaaaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-011-M | aaaaa | Fix - FIX | fcmtest | Approved | FCM:ISR |
| | 2005-222-010-M | aaaaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-009-M | aaaaa | Fix - FIX | fcmtest | Approved | FCM:ISR |
| | 2005-222-008-M | aaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-007-M | ggg | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-006-M | aaaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-005-M | aaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-004-M | ccc | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-003-M | aaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-002-M | aaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |
| | 2005-222-001-M | aaa | Fix - FIX | fcmtest | New - Draft | FCM:ISR |

roccami ric2kax2

- List of available ISRs is shown. Double-click on the 'ISR Number' of interest to access the information for the ISR. For all ISR Types except 'ADH', screen displayed will be the one shown below.

Note: For ISR Type 'ADH', the response would be the same as for 'Execution / Close Out' since the 'Reviews/Estimates' tab does not exist for it.

FCM:ISR (Modify)

Modify FCM:ISR 000000000002422

ISR Title (R) i CAN CREATE AN isr Spell Chk

ISR Status New - Draft

Release No. Prev Release No Build No ... Print ISR ...

ISR Details **Reviews / Estimates** Impacted Elements Execution / Closeout Documentation

Analyst Review

DMAS Analyst Phone (A) Request OK? Date

Impact Assessment

Assessment ☐ Required? ☐ Date Sent to FHS Date Received from FHS Impacted Subsystems/Areas

Est. Effort - Hours Date Approved by DMAS Attach Impact Assessments

CCB/CM Information

CCB Review Date CCB Priority

CCB/CM Approval CCB/CM Approval Date

CCB/CM On Hold Date CCB/CM Disapproval Date

Date Sent for Action Sent to FHSC By

Estimates

| | Estimates | |
|--------------------------|----------------------|----------------------|
| | Costs | Hours |
| Project Planning Package | <input type="text"/> | <input type="text"/> |
| Program Specs (E) | <input type="text"/> | <input type="text"/> |
| Test Plan (E) | <input type="text"/> | <input type="text"/> |
| Test Results (E) | <input type="text"/> | <input type="text"/> |
| Implementation (E) | <input type="text"/> | <input type="text"/> |
| Draft Documentation (E) | <input type="text"/> | <input type="text"/> |
| Final Documentation (E) | <input type="text"/> | <input type="text"/> |

Billing Information ...

Attach Estimates

Agreed Delivery Date Agreed Costs Agreed Hours

roccami ric2kax2

- IMPORTANT NOTES**

- ISR with ISR Type 'ENH' or 'EWO' will have the *ISR fields* grouped under 'Estimates' *enabled* (as shown in screen below) for data entry if the Project Planning Package (PPP) for a Planned Release has indicated that the deliverables will be 'One Set per ISR'. In this scenario, the system will rollup the relevant data from the ISR to the Release level when the '**Refresh Data for Release**' (present on '**Execution / Closeout**' tab for Release) is clicked – can be done at any time. Information at the Release level is replaced each time it is clicked. Updates can be done by DMAS CM Coordinator only.

The screenshot shows the 'Modify FCM:ISR 00000000002422' window. The 'Estimates' tab is selected, and a red oval highlights the 'Estimates' section, which is currently blank. The window includes the following fields and sections:

- ISR Title (R):** i CAN CREATE AN isr
- ISR Status:** New - Draft
- Release No.:** [Dropdown]
- Prev Release No.:** [Dropdown]
- Build No ...** and **Print ISR ...** buttons
- Analyst Review:**
 - DMAS Analyst: Unassigned
 - Phone (A): [Text]
 - Request OK?: [Dropdown]
 - Date: [Dropdown]
- Impact Assessment:**
 - Assessment: ☒ Required?
 - Date Sent to FHS: [Dropdown]
 - Date Received from FHS: [Dropdown]
 - Impacted Subsystems/Areas: [Text]
 - Est. Effort - Hours: [Text]
 - Date Approved by DMAS: [Dropdown]
 - Attach Impact Assessments: [Button]
- CCB/CM Information:**
 - CCB Review Date: [Dropdown]
 - CCB/CM Approval: [Dropdown]
 - CCB/CM On Hold Date: [Dropdown]
 - Date Sent for Action: [Dropdown]
 - CCB Priority: [Text]
 - CCB/CM Approval Date: [Dropdown]
 - CCB/CM Disapproval Date: [Dropdown]
 - Sent to FHSC By: [Dropdown]
- Estimates:**
 - Project P: [Text]
 - Final Doc: [Text]
 - Agreed Delivery Date: [Dropdown]
 - Agreed Costs: [Text]
 - Agreed Hours: [Text]
 - Attach Estimates: [Button]

- ISR with ISR Type 'ENH' or 'EWO' will have the *ISR fields* grouped under 'Estimates' **disabled** (as shown in screen below) for data entry if the Project Planning Package (PPP) for a Planned Release has indicated that the deliverables will be 'One Set for Release'. Only DMAS CM Coordinator can update Estimates field and DMAS related information.

Note: Estimates (Costs & Hours) will not be populated at the ISR level when 'Refresh Data for ISR' (present on 'Execution / Closeout' tab for Release) is clicked as it is impossible to apportion the correct Costs & Hours for each ISR using the Release values.

The screenshot shows the 'Modify FCM:ISR 00000000002422' window. The 'ISR Title (R)' is 'i CAN CREATE AN isr'. The 'ISR Status' is 'New - Draft'. The 'Release No.' and 'Prev Release No.' fields are empty. The 'Build No ...' and 'Print ISR ...' buttons are visible. The 'ISR Details' tab is selected, showing 'Analyst Review', 'Impact Assessment', 'CCB/CM Information', and 'Estimates' sections. The 'Estimates' section is circled in red, indicating it is disabled. The 'Estimates' section contains a table with columns 'Costs' and 'Hours' and a 'Project Pl' row. The 'Agreed Delivery Date', 'Agreed Losses', and 'Agreed Hours' fields are also visible.

- Information on the fields related to this screen is shown in the table below.
Note: 'Estimates' for Costs and Hours would be entered when the information is available.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------------|-------------------|------------------------|---|
| 1 | Reviews/Estimates | Analyst Review | DMAS Analyst | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DMASAnalyst menu to modify this field. DMAS Analyst is a character field and can contain up to 50 characters. |
| 2 | Reviews/Estimates | Analyst Review | Phone (A) | Phone number can be accepted or pulled from the FCM:Personnel. The Phone (A) field can contain 15 characters. |
| 3 | Reviews/Estimates | Analyst Review | Request OK? | Request OK? is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. Note: 'ISR Status' field is set to 'New - Draft' for 'No' setting. Warning pop-up appears to confirm the 'ISR Status' is to be reset so that the ISR can be corrected. |
| 4 | Reviews/Estimates | Analyst Review | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY. |
| 5 | Reviews/Estimates | Impact Assessment | Assessment Required? | Disabled/Not Applicable. |
| 6 | Reviews/Estimates | Impact Assessment | Date Sent to FHS | Select a date from the calendar editor or type a value to modify this field. Date Sent to FHS is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 7 | Reviews/Estimates | Impact Assessment | Date Received from FHS | Select a date from the calendar editor or type a value to modify this field. Date Received from FHS is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 8 | Reviews/Estimates | Impact | Est. Effort - Hours | A number can be accepted between |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------------|--------------------|----------------------------------|---|
| | | Assessment | | 0 and 2,147,483,647 to modify the field. Est. Effort - Hours is an Integer field. |
| 9 | Reviews/Estimates | Impact Assessment | Date Approved by DMAS | Select a date from the calendar editor or type a value to modify this field. Date Approved by DMAS is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 11 | Reviews/Estimates | Impact Assessment | Impacted Subsystems/ Areas | Impacted Subsystems/ Areas Screen shown below is displayed when 'Impacted Subsystems/ Areas' button is clicked. (1a) This screens loads related elements that are impacted by the ISR. The Add and Remove buttons pushes or deletes data into the support table field, 'Subsystems/ Areas' on the 'Execution/Closeout' page.. |
| 12 | Reviews/Estimates | Impact Assessment | Attach Impact Assessments Button | Disabled. |
| 13 | Reviews/Estimates | CCB/CM Information | CCB Review Date | Select a date from the calendar editor or type a value to modify this field. CCB Review Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 14 | Reviews/Estimates | CCB/CM Information | CCB Priority | Type letters, numbers, symbols or keywords to modify this field. CCB Priority field is a character field and can contain up to 5 characters. |
| 15 | Reviews/Estimates | CCB/CM Information | CCB/CM Approval | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:CCBCM:VA menu to modify this field. CCB/CM Approval field is a character field and can contain up to 50 characters. |
| 16 | Reviews/Estimates | CCB/CM Information | CCB/CM Approval Date | Select a date from the calendar editor or type a value to modify this field. Approval Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------------|--------------------|-----------------------------------|--|
| 17 | Reviews/Estimates | CCB/CM Information | CCB/CM On Hold Date | Select a date from the calendar editor or type a value to modify this field. CCB/CM On Hold Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 18 | Reviews/Estimates | CCB/CM Information | CCB/CM Disapproval Date | Select a date from the calendar editor or type a value to modify this field. CCB/CM Disapproval Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. Note: 'ISR Status' field is set to 'Closed-Cancelled' when an ISR is 'Disapproved'. |
| 19 | Reviews/Estimates | CCB/CM Information | Date Sent for Action | Select a date from the calendar editor or type a value to modify this field. Date Sent for Action is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 20 | Reviews/Estimates | CCB/CM Information | Sent to FHSC by | Not applicable. |
| 21 | Reviews/Estimates | Estimates | Project Planning Package - Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Project Planning Package. is an Integer field. |
| 22 | Reviews/Estimates | Estimates | Project Planning Package. - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. PPPEstHours (536871142) is an Integer field. |
| 23 | Reviews/Estimates | Estimates | Program Specs (E)- Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Program Specs (E) is an Integer field. |
| 24 | Reviews/Estimates | Estimates | Program Specs (E)- Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. ProgramSpecsEstHours (536871144) is an Integer field. |
| 25 | Reviews/Estimates | Estimates | Test Plan (E)- Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Test Plan (E) is an Integer |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------------|------------|---------------------------------------|---|
| | | | | field. |
| 26 | Reviews/Estimates | Estimates | Test Plan (E)- Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. TestPlanEstHours (536871146) is an Integer field. |
| 27 | Reviews/Estimates | Estimates | Test Results (E)- Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Test Results (E) is an Integer field. |
| 28 | Reviews/Estimates | Estimates | Test Results (E) - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. TestResultsEstHours (536871148) is an Integer field. |
| 29 | Reviews/Estimates | Estimates | Implementation (E)- Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Implementation (E) is an Integer field. |
| 30 | Reviews/Estimates | Estimates | Implementation (E) - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. ImplementationEstHours (536871150) is an Integer field. |
| 31 | Reviews/Estimates | Estimates | Draft Documentation (E)- Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Documentation (E) is an Integer field. |
| 32 | Reviews/Estimates | Estimates | Draft Documentation (E)- Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. DraftDocumentationEstHours (536871152) is an Integer field. |
| 33 | Reviews/Estimates | Estimates | Final Documentation (E)- Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Documentation (E) is an Integer field. |
| 34 | Reviews/Estimates | Estimates | Final Documentation (E) - Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. FinalDocumentationEstHours (536871154) is an Integer field. |
| 34 | Reviews/Estimates | Estimates | Agreed Delivery Date | Select a date from the calendar editor or type a value to modify this field. Agreed Delivery Date is a TimeStamp field. MM/DD/CCYY Edit Check: Greater than Current Date. |
| 35 | Reviews/Estimates | Estimates | Agreed Costs | A number can be accepted between 0 and 2,147,483,647 to modify the field. Agreed Costs is an Integer |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-------------------|------------|-------------------------|---|
| | | | | field. |
| 36 | Reviews/Estimates | Estimates | Agreed Hours | A number can be accepted between 0 and 45,000 to modify the field. Agreed Hours is an Integer field. |
| 37 | - | Estimates | Billing Information ... | FCM:BillingInfo Screen shown below (1b) is displayed when 'Billing Information ...' is clicked. This provides a facility to have the estimates, actuals and billing information displayed. Information can be entered on it and it will be captured and shown on 'Reviews/Estimates' and 'Execution/ Close Out' tabs. |
| 38 | - | Estimates | Attach Estimates | Not Applicable. |

1a.

The screenshot shows the 'FCM:ISR (Modify)' window. At the top, there's a title bar and a menu bar. Below the menu bar, there's a toolbar with a 'Save' button. The main area is divided into several sections. On the left, there's a sidebar with 'Platform (R)' set to 'MMIS', 'ISR Number' set to '2005-244-001-M', and 'ISR Type' set to 'Fix - FIX'. Below this, there's a list of 'Selected Subsystems' and 'Available Subsystems'. The 'Available Subsystems' list is currently empty. In the center, there are two buttons: '<<< Add' and 'Remove >>>'. At the bottom, there's a section for 'Test Results (E)', 'Implementation (E)', 'Draft Documentation (E)', and 'Final Documentation (E)', each with a checkbox. Below this, there's a section for 'Agreed Delivery Date', 'Agreed Costs', and 'Agreed Hours', each with a text box. At the very bottom, there's a status bar with 'roccami' and 'ric2kax2'.

Modify FCM:ISR 000000000002422

Platform (R) MMIS ISR Number 2005-244-001-M ISR Type Fix - FIX

FCM>CreateImpactSubsystems (ric2kax2)

Selected Subsystems

| SubSystem | DateStarted |
|-----------|-------------|
|-----------|-------------|

Available Subsystems

| SubSystem | Platform |
|---------------------|-----------|
| Computer Operations | Ancillary |
| DARS/OnDemand | Ancillary |
| DB2 Database | Ancillary |
| DocuTraxx | Ancillary |
| DSS Database | Ancillary |
| EDI | Ancillary |
| EDIFY | Ancillary |
| External Interfaces | Ancillary |
| First CRM | Ancillary |
| First IQ | Ancillary |
| First Rebate | Ancillary |
| First SX (Pharmacy) | Ancillary |
| iChain | Ancillary |
| IRP Database | Ancillary |
| Operations | Ancillary |
| Other | Ancillary |
| DSS | DSS |
| LAN | DSS |
| LAN Servers | DSS |
| MARS | DSS |
| NT Servers | DSS |
| Other | DSS |
| Printers | DSS |
| Routers | DSS |
| SURS | DSS |
| Telecommunications | DSS |

<<< Add Remove >>>

Test Results (E) Implementation (E) Draft Documentation (E) Final Documentation (E)

Agreed Delivery Date Agreed Costs Agreed Hours

roccami ric2kax2

1b.

FCM:ISR (Modify)

Modify FCM:ISR 000000000002422

Platform (R) MMIS ISR Number 2005-244-001-M ISR Type Fix - FIX

ISR Title (R) I CAN CREATE AN isr Spell Chk

ISR Status N FCM:BillingInfo (ric2kax2)

Release No.

ISR Details F

Ana DMA

Imp Asse R

CCB/

CCE

Estim

| Deliverables | Approval Dates | Estimates | | Actuals | | Payment Authorized Dates |
|--------------------------|----------------|-------------|-------|--------------|-------|--------------------------|
| | | Cost | Hours | Cost | Hours | |
| Project Planning Package | | | | | | |
| Program Specs | | | | | | |
| Test Plan | | | | | | |
| Test Results | | | | | | |
| Implementation | | | | | | |
| Draft Documentation | | | | | | |
| Final Documentation | | | | | | |
| Agreed Delivery Date | | Agreed Cost | | Agreed Hours | | |
| Actual Delivery Date | | Actual Cost | | Actual Hours | | |

Save Changes

Program Specs (E)

Test Plan (E)

Test Results (E)

Implementation (E)

Draft Documentation (E)

Final Documentation (E)

Billing Information ...

Attach Estimates

Agreed Delivery Date Agreed Costs Agreed Hours

roccami

Execution / Closeout for ISRs (except Adhoc)

- Information on the fields related to this screen is shown in the table below.
Note: 'Actuals' Hours will be system loaded using an interface file provided by Project Invision / MS Project portion of the system.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------------------|------------|---------------|--|
| 1 | Execution / Close Out | FHS | Team Lead | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. Team Lead is a character field and can contain up to 50 characters. |
| 2 | Execution / Close Out | FHS | Phone (L) | Phone number can be accepted or pulled from the FCM:Personnel. The Phone (L) field can contain 15 characters. For First Health CM Coordinator use only. |
| 3 | Execution / Close Out | FHS | Date Received | Select a date from the calendar editor or type a value to modify this field. Date Received is a TimeStamp field. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|--|----------------------------|--|
| | | | | MM/DD/CCYY Edit Check: Equal/Less than Current Date. For First Health CM Coordinator use only. |
| 4 | Execution / Close Out | FHS | Date Started | Select a date from the calendar editor or type a value to modify this field. Date Started is a TimeStamp field. MM/DD/CCYY For First Health CM Coordinator use only. |
| 5 | Execution / Close Out | FHS | Subsystem/ Areas | Displays previously selected subsystems that impact this ISR. |
| 6 | Execution / Close Out | FHS | Impacted Subsystems/ Areas | When a subsystem from the Subsystems/ Areas list is highlighted and Impacted Subsystem/ Areas button is clicked, 'ISR_ImpactedSubsystem' Screen (1a) is displayed. |
| 7 | - | ISR_Impacted Subsystems | ISR Number | Displays ISR number. |
| 8 | - | ISR_Impacted Subsystems | Platform | Displays ISR platform. |
| 9 | - | ISR_Impacted Subsystems | Date Started | Select a date from the calendar editor or type a value to modify this field. Date Started is a TimeStamp field. MM/DD/CCYY |
| 10 | - | ISR_Impacted Subsystems | Subsystem | Displays ISR subsystem. |
| 11 | - | DMAS Signoff - ISR_Impacted Subsystems | Action Completed By | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel menu to modify this field. Action Completed By is a character field and can contain up to 50 characters. |
| 12 | - | DMAS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Edit Check: Less than or equal to Current Date. |
| 13 | - | DMAS Signoff - ISR_Impacted Subsystems | Approved By | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel menu to modify this field. Approved By is a |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|----------|--|---------------------|--|
| | | | | character field and can contain up to 50 characters. |
| 14 | - | DMAS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Edit Check: Less than or equal to Current Date |
| 15 | - | FHS Signoff - ISR_Impacted Subsystems | Completed By | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. Completed By is a character field and can contain up to 50 characters.. |
| 16 | - | FHS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Edit Check: Less than or equal to Current Date |
| 17 | - | FHS Signoff - ISR_Impacted Subsystems | Unit Test Signoff | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. Unit Test Signoff field is a character field and can contain up to 50 characters. |
| 18 | - | FHS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Edit Check: Less than or equal to Current Date |
| 19 | - | FHS Signoff - ISR_Impacted Subsystems | System Test Signoff | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. System Test Signoff is a character field and can contain up to 50 characters. |
| 20 | - | FHS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Edit Check: Less than or equal to Current Date |
| 21 | - | FHS Signoff - | Final Signoff | Letters, numbers, symbols or |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|--------------------|---------------------------------------|--------------|--|
| | | ISR_Impacted Subsystems | | keywords can be typed or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. Final Signoff field is a character field and can contain up to 50 characters. |
| 22 | - | FHS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY Edit Check: Less than or equal to Current Date |
| 23 | - | FHS Signoff - ISR_Impacted Subsystems | Migrated By | Letters, numbers, symbols or keywords can be typed or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. Migrated By is a character field and can contain up to 50 characters. |
| 24 | - | FHS Signoff - ISR_Impacted Subsystems | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY . Edit Check: Less than or equal to Current Date |
| 25 | - | ISR_Impacted Subsystems | Save Changes | When 'Save Changes' button is clicked, changes are saved. When exit button is clicked, return to the 'Execution/Closeout' page. |
| 26 | Execution/Closeout | Resources | Resources | FCM:UserContactResources screen shown below (1b) is displayed when 'Resources' button is clicked. This dialog form is used to connect "Resources" to an ISR. It fills the table fields on the related ISR when the ISR is displayed or saved. Walk table logic is used to store the data on the ISR. When drop down button next to the name field is clicked, a name is highlighted and clicked 'O.K', then that name will be displayed on the Name field. When name is displayed in the name field and the 'Add' button is clicked' then the name will be added to the 'List of |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|------------|--|---|
| | | | | Personnel' table. When a name in 'List of Personnel' field is double clicked, it is displayed in the name field. When 'Remove' button is clicked, the name will be deleted from the 'List of Personnel' table. (1c) For First Health CM Coordinator use only. |
| 27 | Execution / Close Out | Actuals | Proj. Planning Pckge - Deliverables Approval Dates | Select a date from the calendar editor or type a value to modify this field. Proj. Planning Pckge is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 28 | Execution / Close Out | Actuals | Proj. Planning Pckge - Actuals: Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The PPPActCosts (536871175) is a decimal field. |
| 29 | Execution / Close Out | Actuals | Proj. Planning Pckge. - Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The PPPActsHours (536871176) is a decimal field. |
| 30 | Execution / Close Out | Actuals | Proj. Planning Pckge - Payment Authorized Approval Dates | Select a date from the calendar editor or type a value to modify this field. PPPPayAuthDate is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 31 | Execution / Close Out | Actuals | Program Specs (A) - Deliverables Approval Date | Select a date from the calendar editor or type a value to modify this field. Program Specs (A) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 32 | Execution / Close Out | Actuals | Program Specs (A)- Actuals: | A number 0 - 99999999.99 with two digits to the right of the decimal |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|------------|---|--|
| | | | Costs | point can be accepted to modify this field. The ProgramSpecsActCosts (536871177) is a decimal field. |
| 33 | Execution / Close Out | Actuals | Program Specs (A) - Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ProgramSpecsActsHours (536871178) is a decimal field. |
| 34 | Execution / Close Out | Actuals | Program Specs (A) - Payment Authorized Approval Dates | Select a date from the calendar editor or type a value to modify this field. ProgramSpecsPayAuthDate is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 35 | Execution / Close Out | Actuals | Test Plan (A) - Deliverables Approval Dates | Select a date from the calendar editor or type a value to modify this field. Test Plan (A) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 36 | Execution / Close Out | Actuals | Test Plan (A)- Actuals: Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestPlanActCosts (536871179) is a decimal field. |
| 37 | Execution / Close Out | Actuals | Test Plan (A)- Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestPlanActsHours (536871180) is a decimal field. |
| 38 | Execution / Close Out | Actuals | Test Plan (A) - Payment Authorized Approval Dates | Select a date from the calendar editor or type a value to modify this field. TestPlanPayAuthDate is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 39 | Execution / Close Out | Actuals | Test Results (A) - Deliverables Approval Dates | Select a date from the calendar editor or type a value to modify this field. Test Results (A) is a TimeStamp |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|------------|--|---|
| | | | | field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 40 | Execution / Close Out | Actuals | Test Results (A) - Actuals: Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestResultsActCosts (536871181) is a decimal field. |
| 41 | Execution / Close Out | Actuals | Test Results (A) - Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The TestResultsActsHours (536871182) is a decimal field. |
| 42 | Execution / Close Out | Actuals | Test Results (A) - Payment Authorized Approval Dates | Select a date from the calendar editor or type a value to modify this field. TestResultsPayAuthDate is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 43 | Execution / Close Out | Actuals | Implementation (A) - Deliverables Approval Dates | Select a date from the calendar editor or type a value to modify this field. Implementation (A) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 44 | Execution / Close Out | Actuals | Implementation (A) - Actuals: Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ImplementationActCosts (536871183) is a decimal field. |
| 45 | Execution / Close Out | Actuals | Implementation (A) - Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The ImplementationActsHours (536871184) is a decimal field. |
| 46 | Execution / Close Out | Actuals | Implementation (A) - Payment Authorized | Select a date from the calendar editor or type a value to modify this field. ImplementationPayAuthDate is a |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|------------|---|---|
| | | | Approval Date | TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 47 | Execution / Close Out | Actuals | Development (A) - Deliverables Approval Dates | Select a date from the calendar editor or type a value to modify this field. Development (A) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 48 | Execution / Close Out | Actuals | Development (A) - Actuals: Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The DraftDocumentationActCosts (536871185) is a decimal field. |
| 49 | Execution / Close Out | Actuals | Development (A) - Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The DraftDocumentationActsHours (536871186) is a decimal field. |
| 50 | Execution / Close Out | Actuals | Development (A) - Payment Authorized Approval Dates | Select a date from the calendar editor or type a value to modify this field. DraftDocumentationPayAuthHours is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 51 | Execution / Close Out | Actuals | Documentation (A)- Deliverables Approval Date | Select a date from the calendar editor or type a value to modify this field. Documentation (A) is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 52 | Execution / Close Out | Actuals | Documentation (A) - Actuals: | A number 0 - 99999999.99 with two digits to the right of the decimal |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|------------|--|---|
| | | | Costs | point can be accepted to modify this field. The FinalDocumentationActCosts (536871187) is a decimal field. |
| 53 | Execution / Close Out | Actuals | Documentation (A)- Actuals: Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The FinalDocumentationActsHours (536871188) is a decimal field. |
| 54 | Execution / Close Out | Actuals | Documentation (A)- Payment Authorized Approval Dates | Select a date from the calendar editor or type a value to modify this field. FinalDocumentationPayAuthDate is a TimeStamp field. MM/DD/CCYY . Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 55 | Execution / Close Out | Actuals | Actual Delivery Date | Select a date from the calendar editor or type a value to modify this field. Actual Delivery Date is a TimeStamp field. MM/DD/CCYY For DMAS CM Coordinator use only. |
| 56 | Execution / Close Out | Actuals | Actual Costs | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The Actual Costs is a decimal field. |
| 57 | Execution / Close Out | Actuals | Actual Hours | A number 0 - 99999999.99 with two digits to the right of the decimal point can be accepted to modify this field. The Actual Hours is a decimal field. |
| 58 | Execution / Close Out | Actuals | Estimate Info... | Click 'Estimate Info...' button to display billing summary screen shown below (1c) which displays all deliverables with approval dates, estimated costs, actual costs in hours and payment authorized dates. This screen also includes billing notes. For DMAS CM Coordinator use only. |
| 59 | Execution / Close Out | Actuals | Estimate Info... - Billing Notes | When the diary icon shown on the right side of the 'Billing Notes' is |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|-------------------------|-------------------|--|
| | | | | <p>clicked, FCM:ISR Screen shown below (1c) is displayed. This allows previous Billing Notes to be seen under 'Diary History'. Additional notes can also be made through 'Diary Editor' by DMAS CM Coordinator.</p> <p>'Billing Notes' (536871224) is a diary field and can contain up to 32,000 characters.</p> <p><i>Note: <u>All entries</u> are stored under 'Diary History' with day, date, time, & user ID of person making the entry.</i></p> |
| 60 | Execution / Close Out | - | ISR Notes | <p>When the diary icon shown of the 'ISR Notes' is clicked, FCM:ISR Screen shown below (1d) is displayed. This allows previous ISR Notes to be seen under 'Diary History'.</p> <p>ISRNotes (536870940) is a diary field and can contain up to 32,000 characters.</p> <p><i>Note: <u>All entries</u> are stored under 'Diary History' with day, date, time, & user ID of person making the entry.</i></p> |
| 61 | Execution / Close Out | Production Verification | DMAS Signoff Name | <p>Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DMASSignoff menu to modify this field. DMAS Signoff Name a character field and can contain up to 50 characters. For DMAS CM Coordinator use only.</p> |
| 62 | Execution / Close Out | Production Verification | User Signoff Date | <p>Select a date from the calendar editor or type a value to modify this field. User Signoff Date is a TimeStamp field.</p> <p>MM/DD/CCYY</p> <p>.</p> <p>Edit Check: Equal/Less than Current Date.</p> <p>For DMAS CM Coordinator use only.</p> |
| 63 | Execution / Close Out | Signoff / Closeout | DMAS Analyst Name | <p>Type letters, numbers, symbols or keywords or choose an option from the</p> |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|----|-----------------------|--------------------|----------------------|---|
| | | | | FCM:MNU:Personnel:DMASAnalyst menu to modify this field. DMAS Analyst Name is a character field and can contain up to 50 characters. |
| 64 | Execution / Close Out | Signoff / Closeout | Analyst Signoff Date | Select a date from the calendar editor or type a value to modify this field. Analyst Signoff Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 65 | Execution / Close Out | Signoff / Closeout | Close Date | Select a date from the calendar editor or type a value to modify this field. Close Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |

1a.

The screenshot shows the 'Modify FCM:ISR 00000000000003' form. The main form has tabs for 'ISR Details', 'Reviews / Estimates', and 'Execution'. The 'ISR Details' tab is active, showing fields for Platform (MMIS), ISR Number (1997-118-001-M), and ISR Type (Emergency Work Order - EWO). A modal window titled 'FCM:ISR_ImpactedSubSystems (ric2kax2)' is open, displaying fields for ISR Number, Platform, Date Started, and Subsystem (Claims). It also includes sections for 'DMAS Signoffs' and 'FHS Signoffs' with fields for Action Completed By, Approved By, Completed By, Unit Test Signoff, System Test Signoff, Final Signoff, and Migrated By. The main form also has sections for 'FHS' (Team Lead, Phone, Date Received, Date Started), 'Actuals' (Deliverables Approval Dates), 'Production Verification' (DMAS Signoff Name, User Signoff Date), and 'Signoff / Closeout' (DMAS Analyst Name, Analyst Signoff Date, Close Date).

1b.

The screenshot shows the 'Modify FCM:ISR 0000000000002961' form. The main form has tabs for 'ISR Details', 'Reviews / Estimates', and 'Execution'. The 'ISR Details' tab is active, showing fields for Release Number, FCM:UserContactResource, and Build No. A modal window titled 'List of Personnel' is open, displaying a list of names: Abbe Voigt, Abhishek Bansal, Abigail Cooke, Adrian Petway, Adrienne Fegans, Alan MacDonald, Alissa Amos, and Alissa Nashwinter. The main form also has sections for 'FHS' (Team Lead, Phone, Date Received, Date Started), 'Actuals' (Deliverables Approval Dates), 'Production Verification' (DMAS Signoff Name, User Signoff Date), and 'Signoff / Closeout' (DMAS Analyst Name, Analyst Signoff Date, Close Date).

1c.

FCM:ISR (Modify)

Modify FCM:ISR 000000000002961

Platform (R) MMIS ISR Number 2006-038-003-M ISR Type Research/Information - INF

ISR Title (R) ESC 0971 - Enrollee in that Plan Provider is Not

ISR Status Ready-Division Director Approved

Release No. Prev Release No.

| | Deliverables | Estimates | | Actuals | | Payment |
|--------------------------|----------------|-----------|-------|---------|-------|------------------|
| | Approval Dates | Costs | Hours | Costs | Hours | Authorized Dates |
| Project Planning Package | | | | | | |
| Program Specs | | | | | | |
| Test Plan | | | | | | |
| Test Results | | | | | | |
| Implementation | | | | | | |
| Draft Document | | | | | | |
| Final Document | | | | | | |

Agreed Delivery Date Agreed Costs Agreed Hours

Actual Delivery Date Actual Costs Actual Hours

Diary History:

Diary Editor:

Edit Billing Notes Spell Chk

Billing Notes View

1d.

Modify FCM:ISR 000000000001207

Platform (R) MMIS ISR Number 2004-201-002-M ISR Type Emergency Work Order - EW/O

ISR Title (R) Third Party Liability Reporting - MARS

ISR Status Closed-Completed

Release No. Prev Release No.

Build No. Print ISR ...

ISR Details | Reviews / Estimates | Execution / Closeout

FHS

Team Lead Unassigned

Phone (L)

Date Received 7/21/2004

Date Started

Actuals

| | Deliverables | Costs |
|----------------------|----------------|-------|
| | Approval Dates | |
| Proj. Planning Pckge | | |
| Program Specs (A) | | |
| Test Plan (A) | | |
| Test Results (A) | 8/25/2004 | |
| Implementation (A) | 8/27/2004 | |
| Development (A) | | |
| Documentation (A) | | |

Actual Delivery Date 9/3/2004 Actual Costs 1,527.00 Actual Hours 14.50

Production Verification

DMAS Signoff Name Peterson Epps User Signoff Date 9/3/2004

Signoff / Closeout

DMAS Analyst Name Michael Rosback Analyst Signoff Date 11/12/2004 Close Date 11/24/2004

FCM:ISR (ric2kax2) --

File Edit View

Diary History:

Monday, July 19, 2004 12:29:18 PM spiveysu
This EW/O replaces Release 5 Enhancement 2003-275-003-M; approved Impact Assessment from 2003-275-003-M remains valid for this EW/O.

Tuesday, July 20, 2004 3:26:27 PM spiveysu
This ISR is to be treated as an Emergency Work Order.

Diary Editor:

OK Cancel Spell Chk

ISR Notes Spell Chk

Execution/Closeout for Adhoc

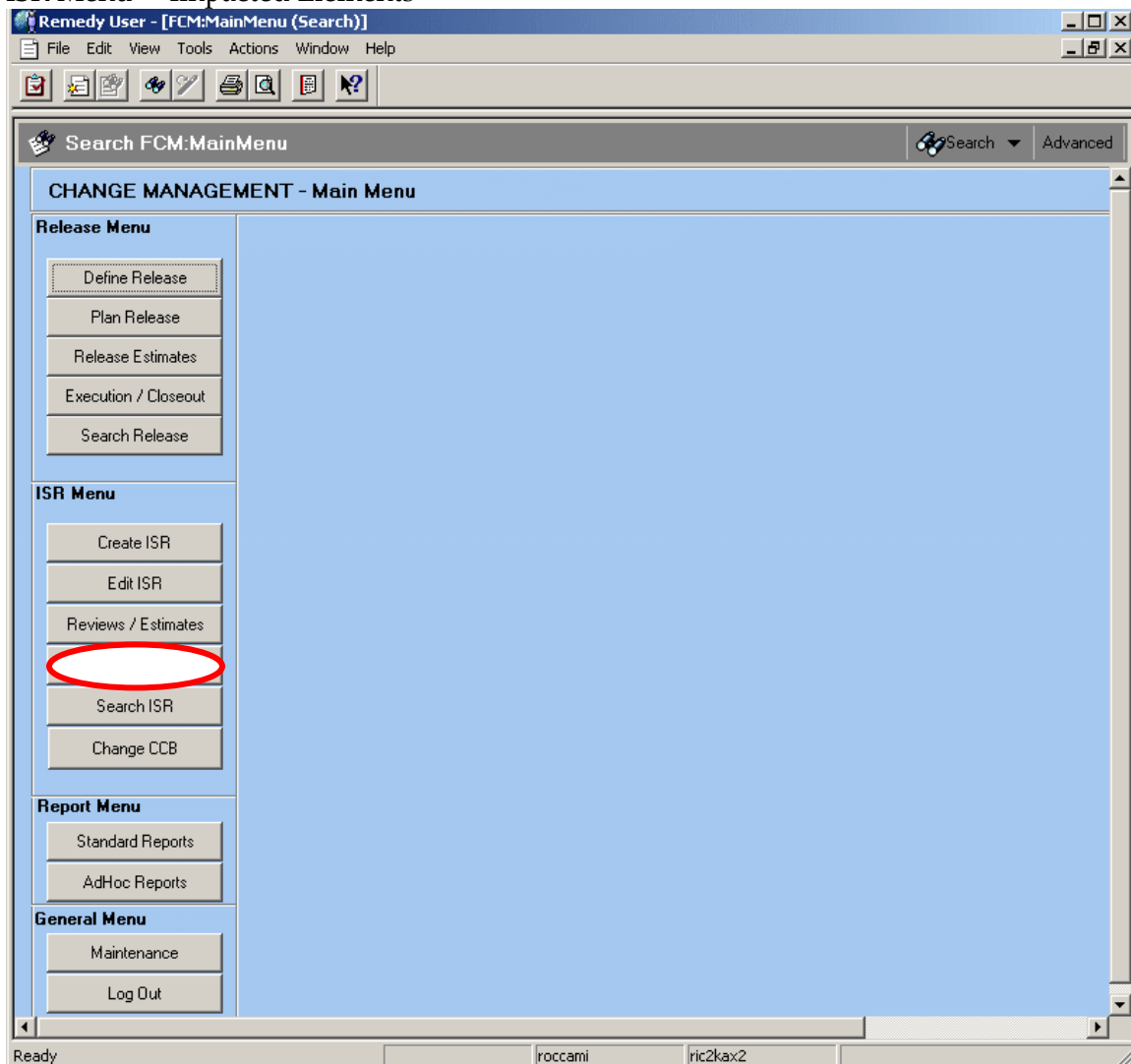
| | | | | |
|---|-----------------------|------------------|------------------|--|
| 1 | Execution / Close Out | DMAS Information | DMAS Analyst | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:DMASAnalyst menu to modify this field. DMAS Analyst is a character field and can contain up to 50 characters. |
| 2 | Execution / Close Out | DMAS Information | Phone (D) | Phone number can be accepted or pulled from the FCM:Personnel. The Phone (D) field can contain 15 characters. For DMAS CM Coordinator use only. |
| 3 | Execution / Close Out | DMAS Information | Date Sent to FHS | Select a date from the calendar editor or type a value to modify this field. Date Sent to FHS is a TimeStamp field. MM/DD/CCYY . Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 4 | Execution / Close Out | FHS Information | FHS Team Lead | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:FHSTeamLead |

| | | | | |
|----|-----------------------|-----------------|----------------------|---|
| | | | | menu to modify this field. FHS Team Lead is a character field and can contain up to 50 characters. |
| 5 | Execution / Close Out | FHS Information | Phone (F) | Phone number can be accepted or pulled from the FCM:Personnel. The Phone (F) field can contain 15 characters. |
| 6 | Execution / Close Out | FHS Information | FHS Date Received | Select a date from the calendar editor or type a value to modify this field. FHS Date Received is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. |
| 7 | Execution / Close Out | FHS Information | FHS Date Started | Select a date from the calendar editor or type a value to modify this field. FHS Date Started is a TimeStamp field. MM/DD/CCYY |
| 8 | Execution / Close Out | FHS Information | Actual Hours | A number can be accepted between 0 and 2,147,483,647 to modify the field. Actual Hours is an Integer field. |
| 9 | Execution / Close Out | FHS Information | CPM Adhoc Entry Date | Select a date from the calendar editor or type a value to modify this field. This field is a TimeStamp field. MM/DD/CCYY |
| 10 | Execution / Close Out | FHS Information | Completed By | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. Completed By is a character field and can contain up to 50 characters. |
| 11 | Execution / Close Out | FHS Information | Completed Date | Select a date from the calendar editor or type a value to modify this field. Completed Date is a TimeStamp field. MM/DD/CCYY. |
| 12 | Execution / Close Out | FHS Information | FHS Approval Signoff | Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:FHSTeamLead menu to modify this field. FHS Approval Signoff is a character field and can contain up to 50 characters. |
| 13 | Execution / Close Out | FHS Information | FHS Signoff Date | Select a date from the calendar editor or type a value to modify this field. FHS Signoff Date is a TimeStamp field. MM/DD/CCYY |
| 14 | Execution/ | Resources | Resources | FCM:UserContactResources screen |

| | | | | |
|----|-----------------------|-------------------|------------------------------|--|
| | Closeout | | | <p>shown below (1b) is displayed when 'Resources' button is clicked. This dialog form is used to connect "Resources" to an ISR. It fills the table fields on the related ISR when the ISR is displayed or saved. Walk table logic is used to store the data on the ISR.</p> <p>When drop down button next to the name field is clicked, a name is highlighted and clicked 'O.K', then that name will be displayed on the Name field. When name is displayed in the name field and the 'Add' button is clicked' then the name will be added to the 'List of Personnel' table.</p> <p>When a name in 'List of Personnel' field is double clicked, it is displayed in the name field. When 'Remove' button is clicked, the name will be deleted from the 'List of Personnel' table. (1c)</p> <p>For First Health CM Coordinator use only.</p> |
| 15 | Execution / Close Out | Signoff/ Closeout | Actual Delivery Date | <p>Select a date from the calendar editor or type a value to modify this field. Actual Delivery Date is a TimeStamp field.</p> <p>MM/DD/CCYY</p> <p>For DMAS CM Coordinator use only.</p> |
| 16 | Execution / Close Out | Signoff/ Closeout | Requestor Acceptance Signoff | <p>Type letters, numbers, symbols or keywords or choose an option from the FCM:MNU:Personnel:OriginatorADH menu to modify this field. Requestor Acceptance Signoff is a character field and can contain up to 50 characters.</p> <p>For DMAS CM Coordinator use only.</p> |
| 17 | Execution / Close Out | Signoff/ Closeout | Requestor Signoff Date | <p>Select a date from the calendar editor or type a value to modify this field. Requestor Signoff Date is a TimeStamp field.</p> <p>MM/DD/CCYY</p> <p>eck: Equal/Less than Current Date.</p> <p>For DMAS CM Coordinator use only.</p> |
| 18 | Execution / Close Out | Signoff/ Closeout | DMAS Analyst Signoff | <p>Type letters, numbers, symbols or keywords or choose an option from the</p> |

| | | | | |
|----|-----------------------|-------------------|---------------------------|---|
| | | | | FCM:MNU:Personnel:DMASAnalyst menu to modify this field. DMAS Analyst Signoff is a character field and can contain up to 50 characters. |
| 19 | Execution / Close Out | Signoff/ Closeout | DMAS Analyst Signoff Date | Select a date from the calendar editor or type a value to modify this field. DMAS Analyst Signoff Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 20 | Execution / Close Out | Signoff/ Closeout | Close Date | Select a date from the calendar editor or type a value to modify this field. Close Date is a TimeStamp field. MM/DD/CCYY Edit Check: Equal/Less than Current Date. For DMAS CM Coordinator use only. |
| 21 | Execution / Close Out | - | Comments | When the diary icon shown of the 'ISR Notes' is clicked, FCM:ISR_Adhoc Screen shown below (1d) is displayed. This allows previous ISR Notes to be seen under 'Diary History'. Comments (536871078) is a diary field and can contain up to 32,000 characters. <i>Note: <u>All entries</u> are stored under 'Diary History' with day, date, time, & user ID of person making the entry.</i> |
| 22 | Execution / Close Out | - | ISR Notes | When the diary icon shown of the 'ISR Notes' is clicked, FCM:ISR_Adhoc Screen shown below 1d is displayed. This allows previous ISR Notes to be seen under 'Diary History'. ISRNotes (536871110) is a diary field and can contain up to 32,000 characters. <i>Note: <u>All entries</u> are stored under 'Diary History' with day, date, time, & user ID of person making the entry.</i> |

ISR Menu - 'Impacted Elements'



- 'Impacted Elements' is a shortcut to the position at the 'Impacted Elements' tab which contains information on the identified Configuration Items (CI) / elements impacted by the ISR. This is accessible and can be viewed by all users but only FHS CM Coordinator can update this information.
- Click on 'Impacted Elements' option under 'ISR Menu' and the screen shown below is displayed.

FCM:MainMenu (Search)

Search FCM:MainMenu Search Advanced

CHANGE MANAGEMENT - Main Menu 09/01/2005

| Release Menu | ISR Number | ISR Title | ISRTYPE | Originator | ISRStatus | ISRFormName |
|----------------------|----------------|----------------------------|------------------|----------------|------------------|---------------|
| Define Release | 2005-244-002-M | I can create an ISR. | Fix - FDX | Carolyn Borash | New - Draft | FCM:ISR |
| Plan Release | 2005-244-001-M | I can create an ISR. | Fix - FDX | Carolyn Borash | New - Draft | FCM:ISR |
| Release Estimates | 2005-242-007-I | aug30i | Fix - FDX | fcmt test | New | FCM:ISR |
| Execution / Closeout | 2005-242-006-I | aug30f | Enhancement - E | fcmt test | New | FCM:ISR |
| Search Release | 2005-242-005-I | aug30e | Emergency Work | fcmt test | Approved | FCM:ISR |
| | 2005-241-004-I | aug30d | Emergency Work | fcmt test | New | FCM:ISR |
| | 2005-242-003-I | aug30c | Enhancement - E | fcmt test | New | FCM:ISR |
| | 2005-242-002-M | aug30h | Enhancement - E | fcmt test | New - Draft | FCM:ISR |
| | 2005-242-001-I | aug30b | Fix - FDX | fcmt test | New | FCM:ISR |
| | 2005-242-001-M | aug30g | Enhancement - E | fcmt test | New | FCM:ISR |
| | 2005-242-001-I | aug30a | Enhancement - E | fcmt test | New | FCM:ISR |
| | 2005-241-002-I | bbb | Fix - FDX | fcmt test | New | FCM:ISR |
| | 2005-241-001-I | aaa | Fix - FDX | fcmt test | New | FCM:ISR |
| ISR Menu | 2005-238-001-M | System test on 08/26/2005. | Adhoc - ADH | Carolyn Borash | New | FCM:ISR_Adhoc |
| Create ISR | 2005-236-004-I | xxxx | Fix - FDX | Judy Bush | New | FCM:ISR |
| Edit ISR | 2005-236-003-I | x | Fix - FDX | Judy Bush | New - Draft | FCM:ISR |
| Reviews / Estimates | 2005-236-002-I | aaaaaaaa | Fix - FDX | Abbe Voigt | New - Draft | FCM:ISR |
| Impacted Elements | 2005-236-001-M | aaa | Fix - FDX | dmas test | New - Draft | FCM:ISR |
| Search ISR | 2005-236-001-I | iii | Fix - FDX | Judy Bush | New - Draft | FCM:ISR |
| Change CCB | 2005-235-001-I | this is misspelled | Maintenance Serv | dmas test | Closed-Completed | FCM:ISR |
| | 2005-231-001-I | aaaaa | Fix - FDX | fcmt test | In-Progress | FCM:ISR |
| | 2005-229-002-M | it | Adhoc - ADH | fcmt test | New - Draft | FCM:ISR_Adhoc |
| | 2005-229-001-M | Test for me | Fix - FDX | Carolyn Borash | New - Draft | FCM:ISR |
| | 2005-228-003-I | aaa | Adhoc - ADH | Adrian Pelway | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-228-002-I | aaaa | Fix - FDX | fcmt test | Closed-Completed | FCM:ISR |
| | 2005-228-001-M | test 159a | Unknown - UNK | fcmt test | New - Draft | FCM:ISR |
| | 2005-228-001-I | test 2 for 159a | Emergency Work | dmas cmc | New - Draft | FCM:ISR |
| | 2005-224-001-I | steve test1 | Adhoc - ADH | fcmt test | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-223-001-I | asa | Adhoc - ADH | fcmt test | Closed-Completed | FCM:ISR_Adhoc |
| | 2005-222-015-M | aaa | Emergency Work | fcmt test | In-Progress | FCM:ISR |
| | 2005-222-014-M | aaaa | Adhoc - ADH | fcmt test | Closed-Completed | FCM:ISR_Adhoc |
| Report Menu | 2005-222-013-M | aaa | Maintenance Serv | fcmt test | New - Draft | FCM:ISR |
| Standard Reports | 2005-222-012-M | aaaaa | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| AdHoc Reports | 2005-222-011-M | aaaa | Fix - FDX | fcmt test | Approved | FCM:ISR |
| | 2005-222-010-M | aaaa | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| | 2005-222-009-M | aaaaa | Fix - FDX | fcmt test | Approved | FCM:ISR |
| General Menu | 2005-222-008-M | aaa | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| | 2005-222-007-M | ggg | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| | 2005-222-006-M | aaa | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| | 2005-222-005-M | aaa | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| | 2005-222-004-M | ccc | Fix - FDX | fcmt test | New - Draft | FCM:ISR |
| | 2005-222-003-M | aaa | Fix - FDX | fcmt test | New - Draft | FCM:ISR |

2124 table items loaded

iroccami ric2kax2

- List of available ISRs are shown. Double-click on the 'ISR Number' to access the information for the ISR. For all ISR Types except 'ADH', screen displayed will be the one shown below.

Note: For ISR Type 'ADH', the response would be the same as for 'Execution / Close Out' since the 'Impacted Elements' tab does not exist for it.

The screenshot shows a software window titled "FCM:ISR (Modify)". The main area is divided into tabs: "ISR Details", "Reviews / Estimates", "Impacted Elements" (which is selected), "Execution / Closeout", and "Documentation".

At the top, there is a header bar with the text "Modify FCM:ISR 000000000002422" and a "Save" button. Below this, there are several input fields and buttons:

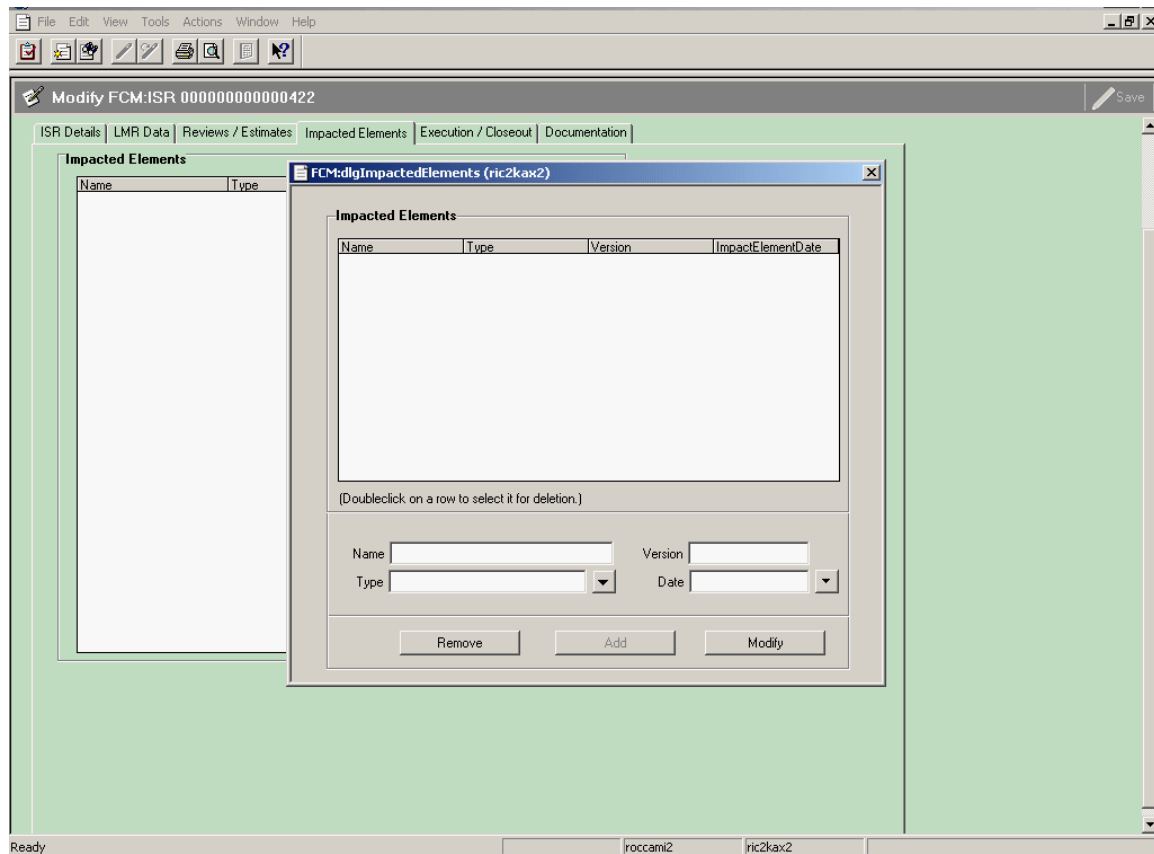
- "ISR Title (R)" with the text "I can create an ISR." and a "Spell Chk" button.
- "ISR Status" set to "New - Draft".
- "Release No." and "Prev Release No." fields.
- "Build No ..." and "Print ISR ..." buttons.

The "Impacted Elements" tab contains a table with the following headers: "Name", "Type", "Version", and "Date". The table is currently empty.

Below the table, there are two buttons: "Print Migration Report" and "Add Impacted Element".

At the bottom of the window, there is a status bar with the text "roccami" and "ric2kax2".

- Click on the 'Add Impacted Element' button and the screen displayed below will be shown. Enter the required information into the popup for all impacted elements one by one.



Information on the fields related to this screen is shown in the table below.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------------|-------------------|------------|---|
| 1 | Impacted Elements | Impacted Elements | Name | Any letters, numbers, symbols or keywords can be accepted to modify this field. Name is a character field and can contain up to 69 characters. For FHS CM Coordinator use only. |
| 2 | Impacted Elements | Impacted Elements | Type | Any letters, numbers, symbols or keywords or a selection from the drop-down can be accepted to modify this field. Type is a character field and can contain up to 69 characters. The selections are 'COBM', 'COBS', 'CPY', 'JCL', 'PRC', 'PRM', 'CICS', 'GUI', OR 'DATA'. For FHS CM Coordinator use only. |
| 3 | Impacted Elements | Impacted Elements | Version | Any letters, numbers, symbols or keywords can be accepted to modify this field. Version is a character field and can contain up to 69 characters. |

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-------------------|-------------------|------------|--|
| | | | | to 69 characters. For FHS CM Coordinator use only. Note: This can be entered whenever it is appropriate. |
| 4 | Impacted Elements | Impacted Elements | Date | Select a date from the calendar editor or type a value to modify this field. Date is a TimeStamp field. MM/DD/CCYY For FHS CM Coordinator use only. Note: This can be entered whenever it is appropriate. |
| 5 | Impacted Elements | Impacted Elements | - | When 'Remove', 'Add' or 'Modify' button is clicked, appropriate action will occur. |
| 6 | Impacted Elements | - | - | When 'Print Migration Report' button is clicked, Report Preview - FCM:ReportMigration Screen will be displayed.. (1a) |

1a.

Report Preview -- FCM:ReportMigration (Ric2ka07)

1 of 1 100% Total:8 100% 8 of 8

VaMMIS MIGRATION PACKAGE

☐ UT TO ST ☐ ST TO QA ☐ QA TO PR
PACKAGE ID: STVMP2005 QAVMP2005 PRVMP2005

Elements Tested : ☒ YES
☐ NO Developer ID : _____ Name : _____

| Sr. No | Component Name | Type | | | | | | | | | | TDR/ICR/ISR Resolution (Comment on the reason for move, Provide reference to ISR # etc) |
|--------|----------------|-------|-------|-----|-----|-----|-----|-------------|------------|------|----------------------|--|
| | | Cob M | Cob S | Cpy | Jcl | Pro | Prm | CICS Screen | GUI Screen | Data | Other (Specify Type) | |
| 1 | RST040VA | True | | | | | | | | | | |
| 2 | TPT102VA | True | | | | | | | | | | |
| 3 | RS300VA | | | | | | | True | | | | |
| 4 | RST300VA | True | | | | | | | | | | |
| 5 | RST320VA | True | | | | | | | | | | |
| 6 | RSX300VA | True | | | | | | | | | | |
| 7 | RSM390 | True | | | | | | | | | | |
| 8 | RSM420 | True | | | | | | | | | | |

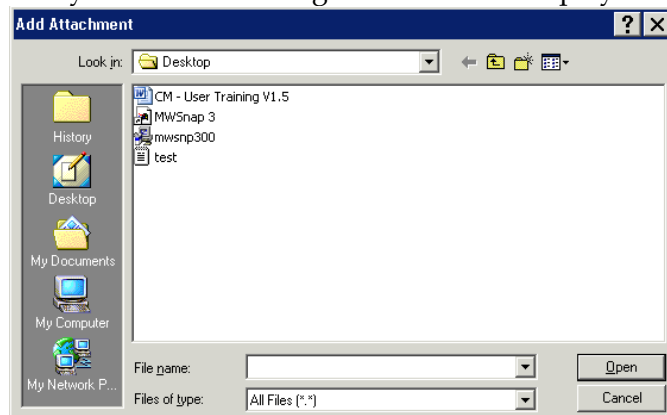
FH Approval & QA Sign-Off

Documentation Screen

FCM:ISR (Modify)

[illegible]

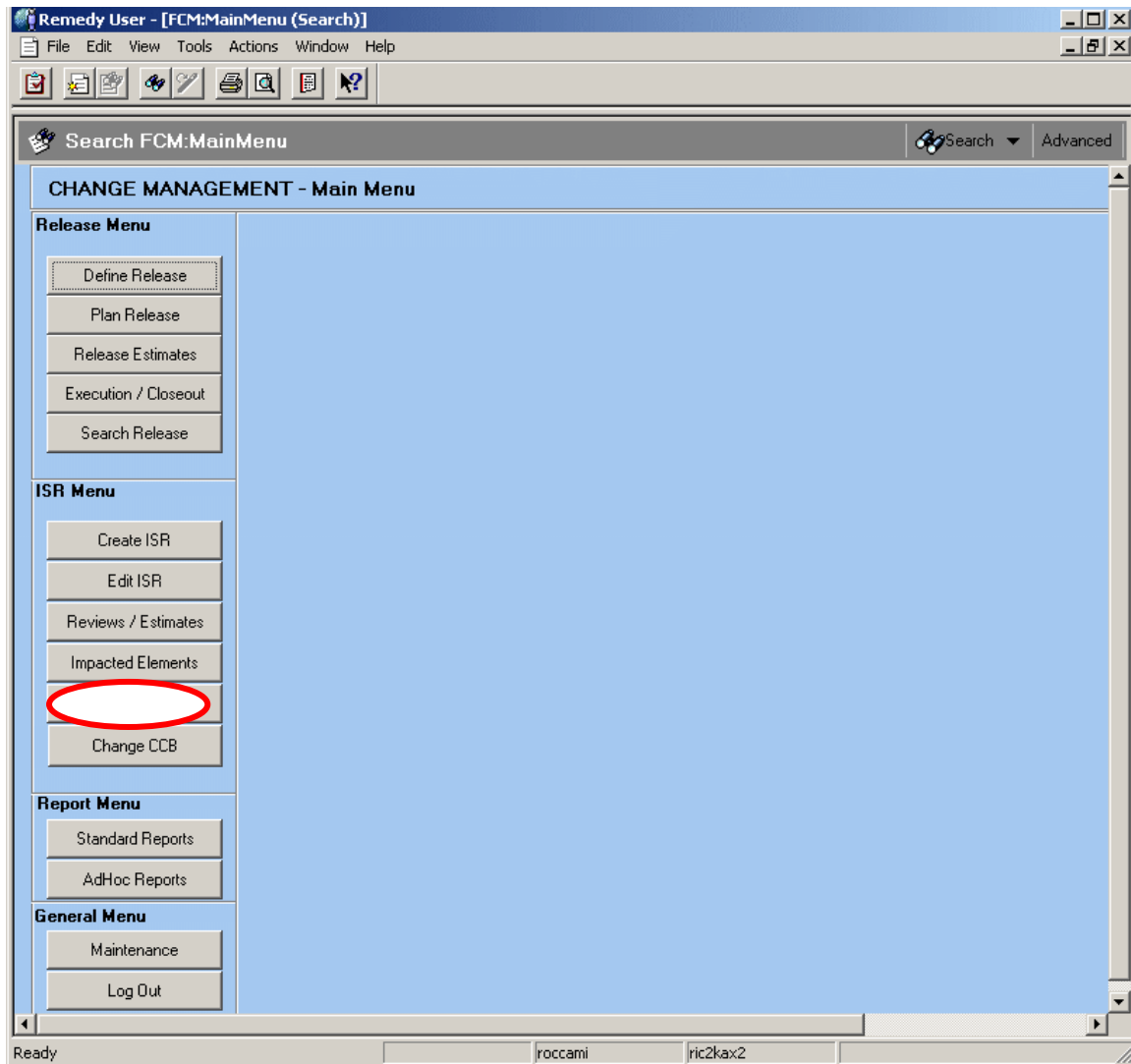
- Click on 'Documentation' tab to attach, display and delete documents stored in Remedy.
- Right click on documentation tab to display selection list which displays 'Add', 'Delete', 'Display', 'Save to Disk' and 'View' (size of icons).
- When adding a document to Remedy or saving the document from Remedy to disk/system the following screen will be displayed.



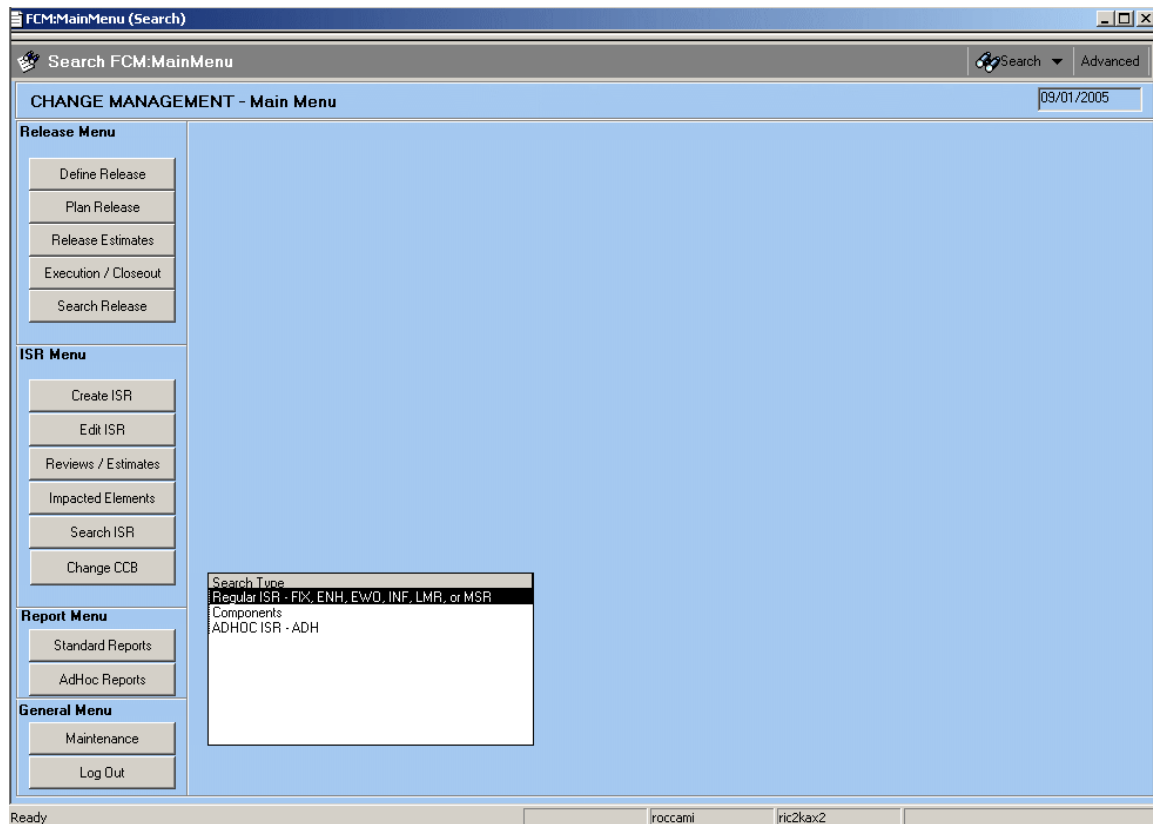
- To delete, display or view (size of icons), right click on the document and select 'Delete', 'Display' or 'View'.

NOTE: When selecting delete system automatically deletes document, user will NOT be asked if user wants to delete.

ISR Menu - 'Search ISR'






- 'Search ISR' provides the facility to search for specific ISRs. Search can be done against the majority of the ISR fields on all tabs. This facility is available to all users.
- Click on 'Search ISR' and the screen shown below is displayed.





- There are 3 options for doing a Search. Select the appropriate option for which the search has to be done. The first screen shown below is for 'Regular ISR' option while the second screen is for the Components and the third screen is for the 'Adhoc ISR' option.


'Regular ISR' Search Screen


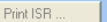
Search FCM:ISR  Search  Advanced

Platform (R) ISR Number ISR Type 

ISR Title (R) 




ISR Status 


Release No. Prev Release No 


 



ISR Details | MSR Data | LMR Data | Reviews / Estimates | Execution / Closeout


Create ISR

Originator (R)  Org  Open Date (R) 




Phone (R) Requested Completion Date 



User Project CCB/CM Mandatory Date 

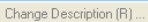
Impact Type (R)  Projected Savings (R) 

Subsystem (R) 


User(s) Impacted (R)

Providers  Recipients  DMAS Users 


Help Desk  VaMMIS Operations 





Contacts





Click to Refresh





ISR Purpose (R) 



Claim Status 

Payment Correction 

Impact if Disapproved 

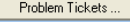


DSS Impacted




DSS Confirmation Name

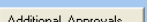
State Plan Involvement

State Plan Number



Approvals

Division Director Name  Division Director Date  Approved? 



'Components' Search Screen

The screenshot shows a web application window titled "Search FCM.MainMenu". The main content area is titled "Change Management - Query Screen". It features a search form with the following fields:

- Form:
- Query Type:
- Value:
- Search:

Below the search form is a table with the following headers:

| ISRNNumber | Title | ISR Type | Originator | ISRStatus |
|------------|-------|----------|------------|-----------|
|------------|-------|----------|------------|-----------|

The table body is empty, and a message "Click to Refresh" is displayed in the center. On the left side of the screen, there is a sidebar menu with the following sections:

- Release M**
 - Defin
 - Plan
 - Releas
 - Executic
 - Search
- ISR Menu**
 - Cre
 - Ex
 - Review
 - Impact
 - See
 - Char
- Report Me**
 - Stand
 - AdHo
- General Me**
 - Maintenance
 - Log Out

At the bottom of the screen, there is a status bar with the text "This table does not allow you to open selected items" and a username field containing "iroccami2".

'Adhoc ISR' Search Screen

FCM:ISR_Adhoc (Search)

Search FCM:ISR_Adhoc

Search Advanced

Platform (R) ISR Number ISR Type Build No. ...

ISR Title (R) Spell Chk

ISR Status Release No. Print ISR

ISR Details Execution / Closeout

Create ISR

Originator (R) Phone (R)

Open Date (R) FOIA Status

FOIA Requestor

Selection Criteria (R) ... Spell Chk

Output Data Elements (R) Spell Chk

Change Description (R) ...

Type of Information

Data Type (R) Detail Sort By

Summarized By Subtotal Total

Media Requested

Paper Diskette EMail CD Rom On Demand Other

Similar Request ISR Request Name

Requested Completion Date

Approvals

Division Director Approval Div. Dir. Date Approved?

CCB/CM Approval CCB/CM Date

Contacts

User Contacts

Click to Refresh

Contacts ...

roccami iric2kax2

'Regular ISR' Search - Example

- When the required search criteria in one or more fields are entered and the 'Search' button is clicked, a query is created and executed.

Note #1: Search criteria can be entered for any of the available fields across the following 5 tabs (ISR Details, MSR Data, LMR Data, Reviews / Estimates and Execution/Closeout).

Note #2: Search criteria can be supplied using partial information too (eg, ISR Number specified as '2004' will return all ISRs beginning with the value of '2004').

Search FCM:ISR

Platform ISR Number ISR Type

ISR Title (R) Spell Chk

ISR Status

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details | MSR Data | LMR Data | Reviews / Estimates | Execution / Closeout

Create ISR

Org Org DMAS Open Date (R)

Phone (R) Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

User(s) Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations Change Description (R) ...

ISR Purpose (R) Spell Chk

Impact if Disapproved Spell Chk

Approvals

Division Director Name Division Director Date Approved? Additional Approvals ...

Contacts

User Contacts

Click to Refresh

Contacts ...

Claim Status

Payment Correction Over/Under

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

- Results of the search are displayed on a split screen as shown below. Upper frame shows the ISRs fulfilling the entered criteria while the lower frame displays the first ISR on the list. When any ISR on the list is clicked on, details of the selected ISR will be displayed.
- Number of ISRs satisfying the search will be displayed at the bottom of the screen.

Matching FCM:ISR

| ISR Number | ISR Title (R) | Originator (R) | ISR Type | ISR Status |
|----------------|---|----------------|-----------------|------------|
| 2005-124-005-M | Batch Update X-12 835 Remark Codes in Referen | Dave Austin | Maintenance Ser | Approved |

Modify FCM-ISR 000000000002205

Platform (R) MMIS ISR Number 2005-124-005-M ISR Type Maintenance Service Request - MSR

ISR Title (R) Batch Update X-12 835 Remark Codes in Reference Subsystem

ISR Status Approved

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details MSR Data LMR Data Reviews / Estimates Execution / Closeout Documentation

Create ISR

Originator (R) Dave Austin Org DMAS Open Date (R) 5/4/2005

Phone (R) 804-225-4461 Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Other Projected Savings (R)

Subsystem (R) Reference

User(s) Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations Change Description (R) ...

Contacts

User Contacts

Contacts ...

ISR Purpose (R)

Update X-12 835 Remark Codes from Revised Master Crosswalk (attached).

Spell Chk

Impact if Disapproved

Updates will be extremely time consuming.

Spell Chk

Claim Status

Payment Correction

Over/Under

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

. Selected kurowskysu ric2kax2

'Components' Search Example

- Search criteria can be selected by any of the three fields (Form, Query Type and Value). Click on the 'Search' button on the right side of the screen to initiate the search.
- Number of ISRs satisfying the search will be displayed.
- To view the actual ISR double click on the ISR listed.

Search FCM:MainMenu

CHANG FCM:QueryForm (ric2kax2)

Release M

Define

Plan

Release

Executing

Search

ISR Menu

Create

Edit

Review

Impact

See

Change

Report Me

Standard

AdHo

General Me

Maintenance

Log Out

Change Management - Query Screen

ISRNNumber Title ISR Type ISR Status

2003:217-003-M Prevent Reinstatement Transaction Emergency Work Order - EWO Debbie Gilfin Complete-Awaiting Billing

3 table items loaded

iroccam2 ric2kax2

'Adhoc ISR' Search - Example

- Enter the required search criteria in one or more fields. In this example, the search criteria is to find ISR(s) having 'Originator' of 'Test CCB'. Click on 'Search' button which is towards top right corner to initiate the search.

Note #1: Search criteria can be entered for any of the available fields across both tabs (ISR Details, Execution/Closeout).

Note #2: Search criteria can be supplied using partial information too (eg, ISR Number specified as '2004' will return all ISRs beginning with the value of '2004').

The screenshot displays the 'AR System User - [FCM:ISR (Search)]' application window. The window has a menu bar (File, Edit, View, Tools, Actions, Window, Help) and a toolbar. The main area is titled 'Search FCM:ISR' and includes an 'Advanced' tab. The search form contains fields for Platform (R), ISR Number, ISR Type, ISR Title (R), Release No., and Prev Release No. There are buttons for 'Spell Chk', 'Build No...', and 'Print ISR...'. Below the search form, there are tabs for 'ISR Details', 'MSR Data', 'LMR Data', 'Reviews / Estimates', and 'Execution / Closeout'. The 'Create ISR' section is active, showing fields for 'Original' (circled in red), 'Phone (R)', 'User Project', 'Impact Type (R)', 'Subsystem (R)', 'User(s) Impacted (R)', 'ISRPurpose (R)', 'Impact if Disapproved', 'Claim Status', 'Payment Correction', 'DSS Impacted', 'DSS Confirmation Name', 'State Plan Involvement', 'State Plan Number', and 'Approvals'. The 'Original' field is circled in red. The 'Approvals' section includes fields for 'Division Director Name', 'Division Director Date', 'Approved?', and 'Additional Approvals...'. The window also shows a taskbar at the bottom with the start button and several open applications.

- Results of the search are displayed on a split screen as shown below. Upper frame shows the ISRs fulfilling the entered criteria while the lower frame displays the first ISR on the list. Select any ISR on the list by clicking on it and details of the selected ISR will be displayed.
- Number of ISRs satisfying the search can be found at the bottom of the screen.

AR System User - [FCM:ISR (Modify)]

File Edit View Tools Actions Window Help

Matching FCM:ISR

| ISR Number | ISR Title (R) | Originator (R) | ISR Type | ISR Status |
|----------------|-----------------------|----------------|-----------|------------------|
| 2006-011-003-M | new production test 2 | Test CCB | Fix - Fix | Closed-Cancelled |

Modify FCM:ISR 000000000002844

Platform (R) MMIS ISR Number 2006-011-003-M ISR Type Fix - Fix

ISR Title (R) new production test 2 Spell Chk

ISR Status Closed-Cancelled

Release No. Prev Release No Build No ... Print ISR ...

ISR Details | Reviews / Estimates | Impacted Elements | Execution / Closeout | Documentation

Create ISR

Originator (R) Test CCB Org FHSC Open Date (R) 1/11/2006

Phone (R) 804-290-4826 Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

Users Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations Change Description (R) ...

Contacts

User Contacts

Contacts ...

ISR Purpose (R)

Claim Status No Action

Payment Correction Over/Under

Spell Chk

DSS Impacted

1 Selected Ric2ka07

'Regular ISR' Advanced Search – Example

- Advanced Search function allows the user to perform more sophisticated searches for ISR(s) which satisfy required criteria.
- Click on 'Advanced' button which is towards top right corner.

Search FCM:ISR Search

Platform (R) ISR Number ISR Type

ISR Title (R) Spell Chk

ISR Status

Release No. Prev Release No. Build No ... Print ISR ...

ISR Details | MSR Data | LMR Data | Reviews / Estimates | Execution / Closeout

Create ISR

Originator (R) Org Open Date (R)

Phone (R) Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

User(s) Impacted (R)

Recipients DMAS Users

Providers Help Desk VAMMIS Operations Change Description (R) ...

Contacts

User Contacts

Click to Refresh

Contacts ...

ISR Purpose (R) ... Spell Chk

Claim Status

Payment Correction Over/Under

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

Problem Tickets ...

Approvals

Division Director Name Division Director Date Approved? Additional Approvals ...

- Screen shown below is displayed. A dialog box is available at the bottom of the screen to specify the search criteria.

Search FCM:ISR Search Advanced

Platform (R) ISR Number ISR Type

ISR Title (R)

ISR Status

Release No. Prev Release No.

ISR Details | MSR Data | LMR Data | Reviews / Estimates | Execution / Closeout

Create ISR

Originator (R) Org Open Date (R)

Phone (R) Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

User(s) Impacted (R)

Recipients DMAS Users

Providers Help Desk VAMMIS Operations

Contacts

User Contacts

Click to Refresh

ISR Purpose (R)

Claim Status

Payment Correction

DSS Impacted

DSS Confirmation Name

State Plan Involvement

State Plan Number

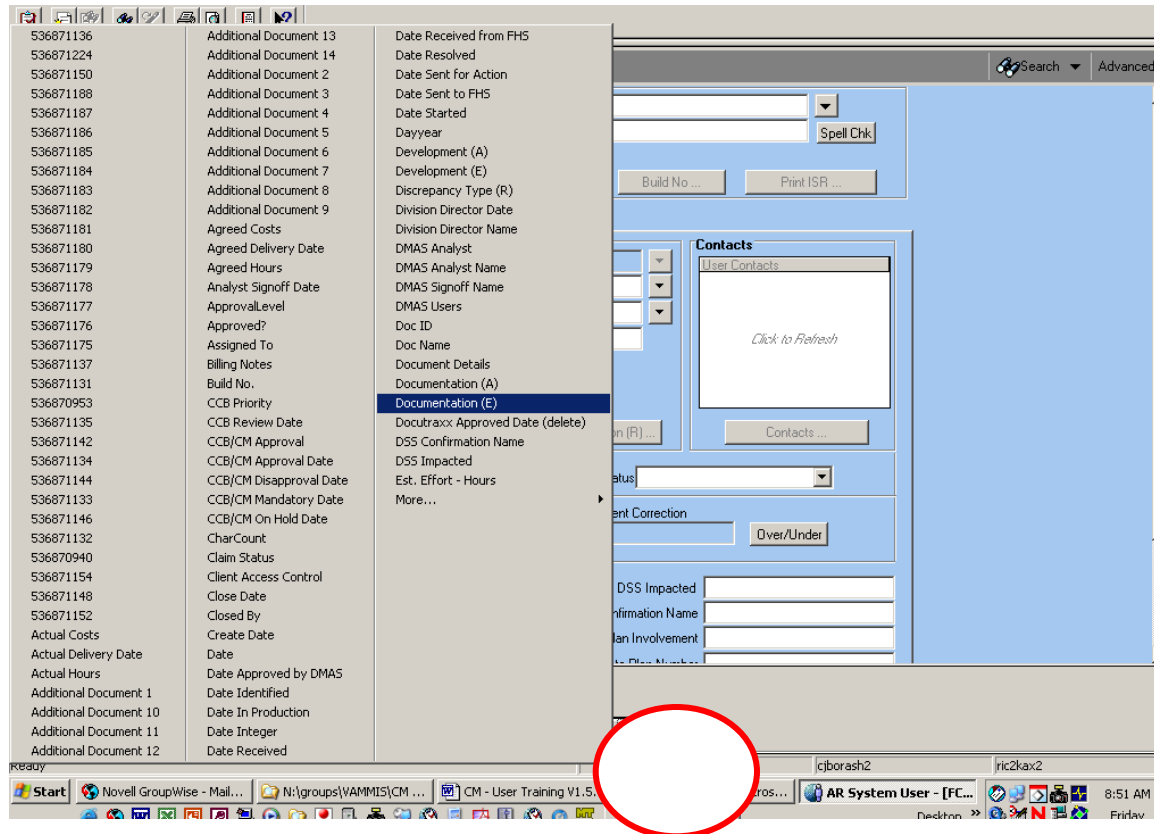
- Name of the field is entered by clicking on the label next to the field of interest (as shown on the screen below). This will automatically enter the name with the proper format in the 'Search Criteria' dialog box.

The screenshot displays the 'Search FCM:ISR' application window. At the top, there is a search bar with a magnifying glass icon and a 'Search' button. Below this, the 'Platform (R)' dropdown menu is highlighted with a red circle. The main area contains various input fields and buttons for searching and creating ISRs. The 'Create ISR' section includes fields for Originator (R), Org, Open Date (R), Phone (R), User Project, Impact Type (R), Subsystem (R), Requested Completion Date, CCB/CM Mandatory Date, and Projected Savings (R). There is also a 'Users Impacted (R)' section with dropdowns for Recipients, DMAS Users, Providers, Help Desk, and VaMMIS Operations. A 'Change Description (R)...' button is located next to these. The 'Contacts' section on the right has a 'User Contacts' list and a 'Click to Refresh' button. The bottom of the window features a 'Search Criteria' field, which is also circled in red, and a 'Fields' dropdown menu. The interface includes a toolbar with various operators like AND, OR, NOT, and a 'LIKE' button.

- Enter the remaining criteria by keying in the information using the toolbar above 'Search Criteria' dialog box to ensure proper format. Click on 'Search' button which is towards top right corner to initiate the search.
- Example in the 'Search Criteria' dialog box is to do a search where 'ISR Number' begins with 2003 or 2004, and 'Release Number' has a value present.

Note: Value '\$NULL\$' is obtained by selecting 'Fields/Keywords/NULL'.

The screenshot shows the 'Search FCM:ISR' dialog box. At the top, there are fields for 'Platform (R)', 'ISR Type', 'ISR Title (R)', 'ISR Status', 'Release No.', and 'Prev Release No.'. Below these are tabs for 'ISR Details', 'MSR Data', 'LMR Data', 'Reviews / Estimates', and 'Execution / Closeout'. The 'Create ISR' section includes fields for 'Originator (R)', 'Org', 'Open Date (R)', 'Phone (R)', 'User Project', 'Impact Type (R)', 'Subsystem (R)', 'Requested Completion Date', 'CCB/CM Mandatory Date', and 'Projected Savings (R)'. There is also a 'User(s) Impacted (R)' section with 'Recipients', 'DMAS Users', 'Providers', 'Help Desk', and 'VaMMIS Operations'. A 'Contacts' section is on the right. At the bottom, there is a 'Search Criteria' section with a toolbar containing logical operators like AND, OR, NOT, and a search expression field. The 'Platform (R)' dropdown and the 'Search Criteria' section are circled in red.



- Additional Fields, Selection Values, Keywords and Currency codes may be selected.

- Results of the search are displayed on a split screen as shown below. Upper frame shows the ISRs fulfilling the entered criteria while the lower frame displays the first ISR on the list. Select any ISR on the list by clicking on it and details of the selected ISR will be displayed.
- Number of ISRs satisfying the search can be found at the bottom of the screen.

FCM:ISR (Modify)

Matching FCM:ISR

| ISR Number | ISR Title (R) | Originator (R) | ISR Type | ISR Status |
|----------------|---|----------------|-----------------|-----------------|
| 2003-003-001-M | SDT TDR D-BTMR-AT-0038 | Bobby Powell | Enhancement - E | Closed-Complete |
| 2003-016-001-M | MSIS files for Don Muse | Jim Rogers | Emergency Work | Complete-Await |
| 2003-022-001-M | Add 3M APDRG Version 18 Software to Hospital | Peterson Epps | Enhancement - E | Closed-Cancelle |
| 2003-028-003-M | Intensive Rehab PA - Phase I | Cindy Tyler | Enhancement - E | Closed-Complete |
| 2003-031-001-I | Oracle Database Improvements for Consumer Dir | Sharon Smith | Enhancement - E | Closed-Complete |
| 2003-041-001-M | MSIS - Additional Place of Service Codes | Brenda Berry | Enhancement - E | Closed-Cancelle |
| 2003-041-004-I | FFP Change for 10/1/03-IRP | De Earhart | Enhancement - E | Closed-Complete |

Modify FCM:ISR 000000000000183

Platform (R) MMIS ISR Number 2003-003-001-M ISR Type Enhancement - ENH

ISR Title (R) SDT TDR D-BTMR-AT-0038

ISR Status Closed-Completed

Release No. M000005 Prev Release No.

Build No ... Print ISR ...

ISR Details | Reviews / Estimates | Execution / Closeout | Documentation

Create ISR

Originator (R) Bobby Powell Org Open Date (R) 01/03/2003

Phone (R) 804-786-3528 Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Other Projected Savings (R) 0

Subsystem (R) MARS

User(s) Impacted (R)

Recipients No DMAS Users No

Providers No Help Desk No VAMMIS Operations No

Change Description (R) ...

Contacts

User Contacts

Contacts ...

ISR Purpose (R) n/a

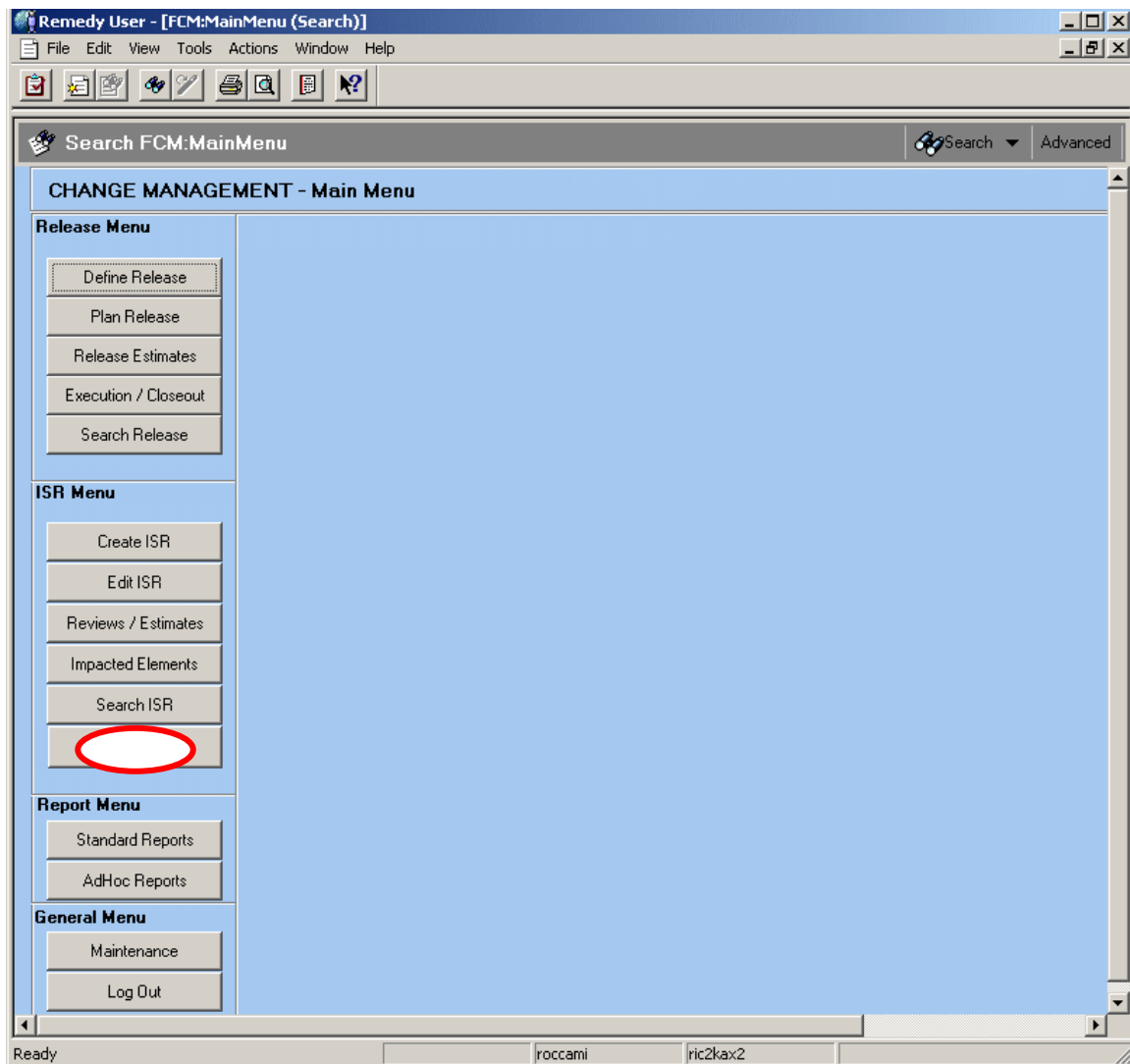
Claim Status

Payment Correction Over/Under

1 Selected

icborash2 iric2kax2

`Change CCB`



- `Change CCB` allows the DMAS CM Coordinator to change the CCB priority of an EWO.

Click on 'CCB Priority' and the screen shown below is displayed

CHANGE MANAGEMENT - Main Menu

Release Menu

- Define Release
- Plan Release
- Release Estimates
- Execution / Closeout
- Search Release

ISR Menu

- Create ISR
- Edit ISR
- Reviews / Estimates
- Impacted Elements
- Search ISR
- Change CCB

Report Menu

- Standard Reports
- AdHoc Reports

General Menu

- Maintenance
- Log Out

FCM:CCBPriorty (ric2kax2)

CCB Priority Change Screen Platform: MMIS

| ISR Number | Title | CCBPriorty | ReleaseNo |
|----------------|-----------------------------------|------------|-----------|
| 2004-347-004-M | Provider-sanction functionality | | |
| 2004-349-003-M | Correct Web Link to ARS User | | |
| 2004-349-001-M | Edit 0970 Not Posted to Applic | | |
| 2004-351-001-M | MARS Cost Settlement Report | | |
| 2004-350-003-M | Prevent modification of DSS id | | |
| 2004-349-004-M | CPA420VA - Read All Revenue | | |
| 1998-007-002-M | Personal Care Services for Su | 001 | |
| 2004-349-002-M | Add default value for AWR-C | 002 | |
| 2005-026-001-M | Clarify retrospective and prosp | 006 | M000013 |
| 2005-080-007-M | Create New Procedure Code F | 025 | M000018 |
| 2004-345-003-M | Retro Begin Dates for Provider | 033 | |
| 2004-347-003-M | Provider enrollment dependent | 035 | |
| 1996-106-002-M | DRG Cases/Cost Settlement R | 100 | M000018 |
| 2004-351-003-M | Provide temporary DB2 update | 101 | |
| 2005-145-004-M | Zip Codes | 11 | |
| 2005-151-001-M | Multiple Active Individual Provi | 12 | |
| 2001-043-005-M | Correction/Reporting of Encou | 13 | M000010 |
| 2004-351-002-M | PA Letter Incorrect for Partial A | 2 | |
| 2005-152-001-M | Change Hard Coded PA Criteria | 210 | M000018 |
| 2004-349-005-M | Correct Hospice Billing to Pay f | 300 | M000010 |
| 2005-136-008-M | Emergency FIX for SLH Denie | 318 | |
| 2004-347-002-M | Cannot reinstate 5 year-old chil | 4 | |
| 2004-345-007-M | Change Edit Criteria Detail | 151 | |
| 2004-309-003-M | Pre Auth Mailing Labels | 7 | M000010 |
| 2005-144-002-M | Correct Screen FN-S-022 Displ | 75 | |
| 2002-204-002-M | EDB File Transfer | 8 | M000010 |
| 2005-143-002-M | Change printer destination for | C58 | |
| 2005-143-001-M | Edit 0917 for SLH Claims not D | C59 | |

ISR Number: 2001-043-005-M Release Number: M000010

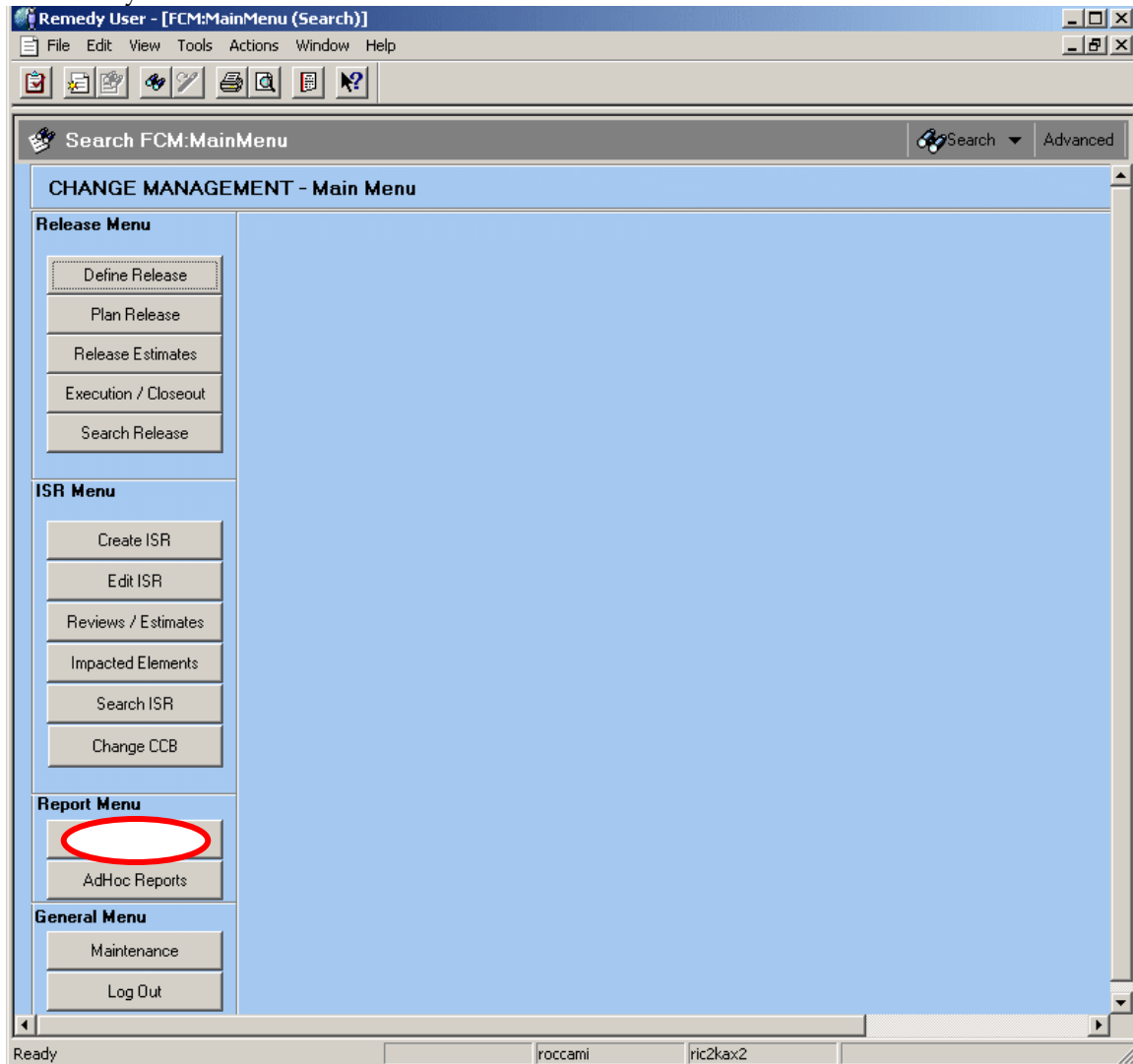
ISR Title: Correction/Reporting of Encounter Claims Not Corrected

CCB Priority: 13 Change Priority

- Select the appropriate Platform from dropdown list in upper right corner (IRP, MMIS or Other).
- Select ISR to be changed.
- The ISR information will appear in the fields on the bottom of the screen.
Note: All fields will be grayed except the 'CCB Priority field' and the 'Change Priority' button.
- Change the 'CCB Priority' number and click 'Change Priority'.
- The Priority of the CCB will be changed and the new Priority will be seen in the 'CCB Priority' field.

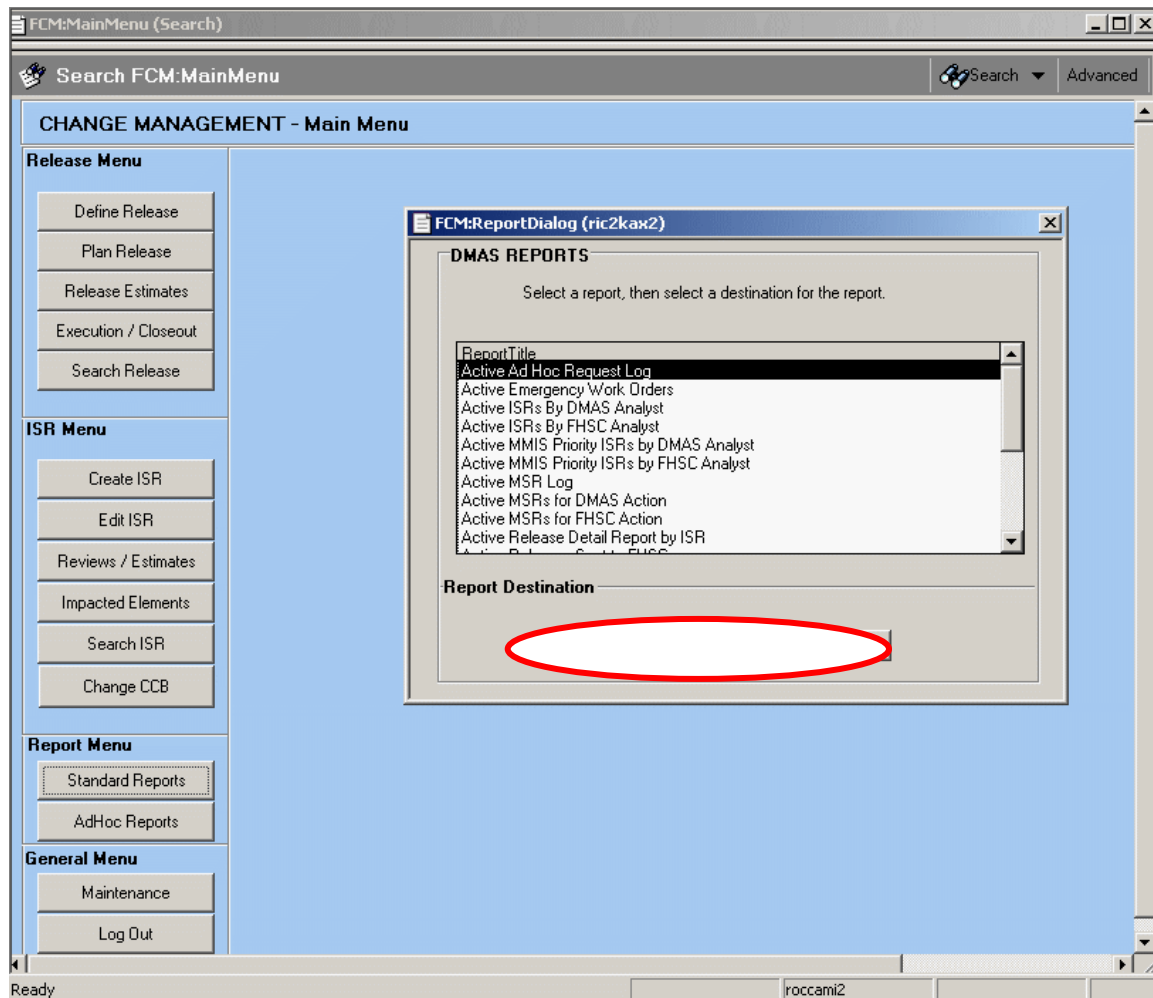
Report Menu – 'Standard Reports'

- 'Standard Reports' provides the facility to generate standard canned reports. This facility is available to all users.



View/Print Standard Report

- Click on 'Standard Reports' and the screen shown below is displayed.

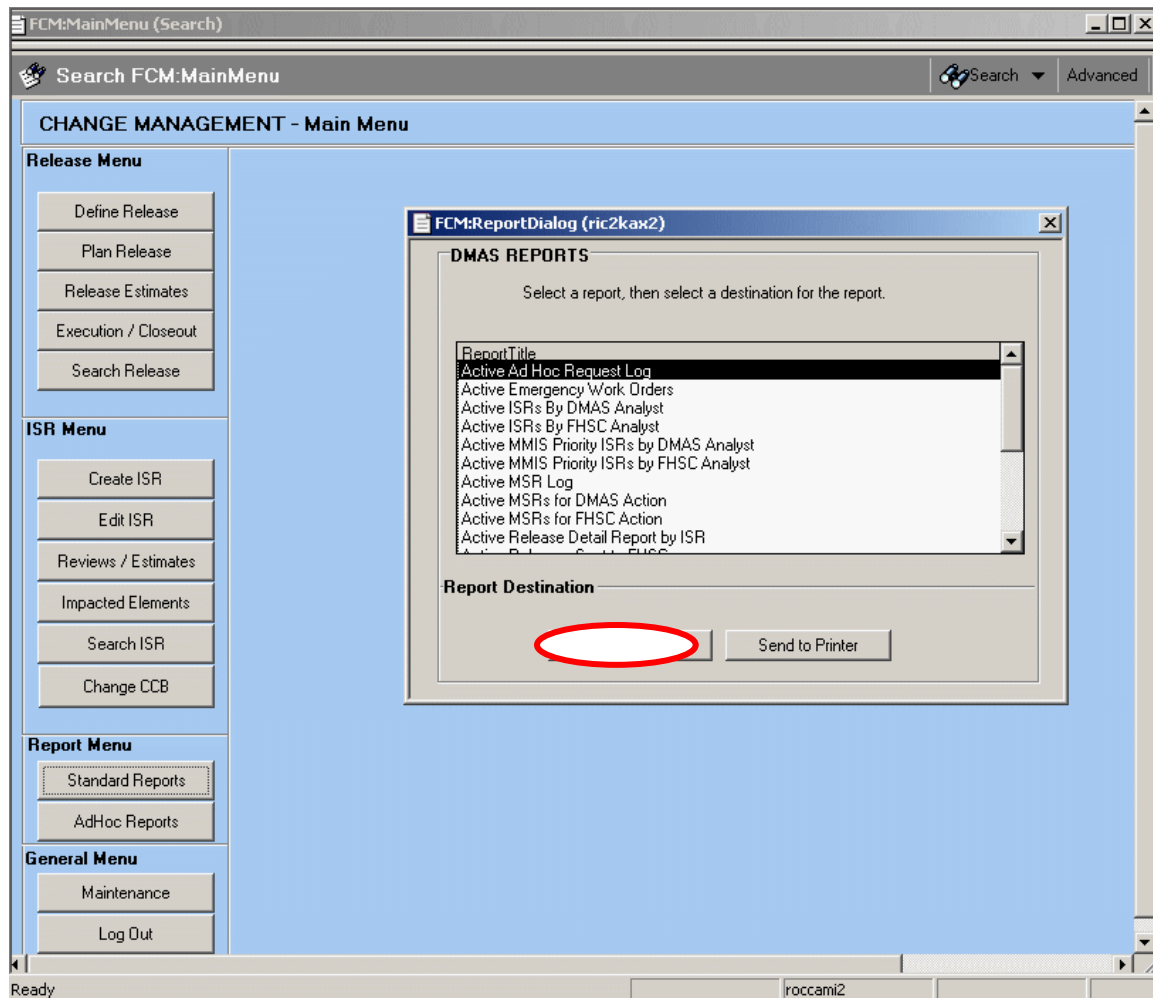


- Select report by clicking on appropriate report title as well as the required report destination (screen or printer). Selected report will be displayed on the screen or routed to the user's default printer depending on the report destination.
- Listed reports are as follows:
 - Active Ad Hoc Request Log
 - Active Emergency Work Orders
 - Active ISRs By DMAS Analyst
 - Active ISRs By FHSC Analyst
 - Active MMIS Priority ISRs by DMAS Analyst
 - Active MMIS Priority ISRs by FHSC Analyst

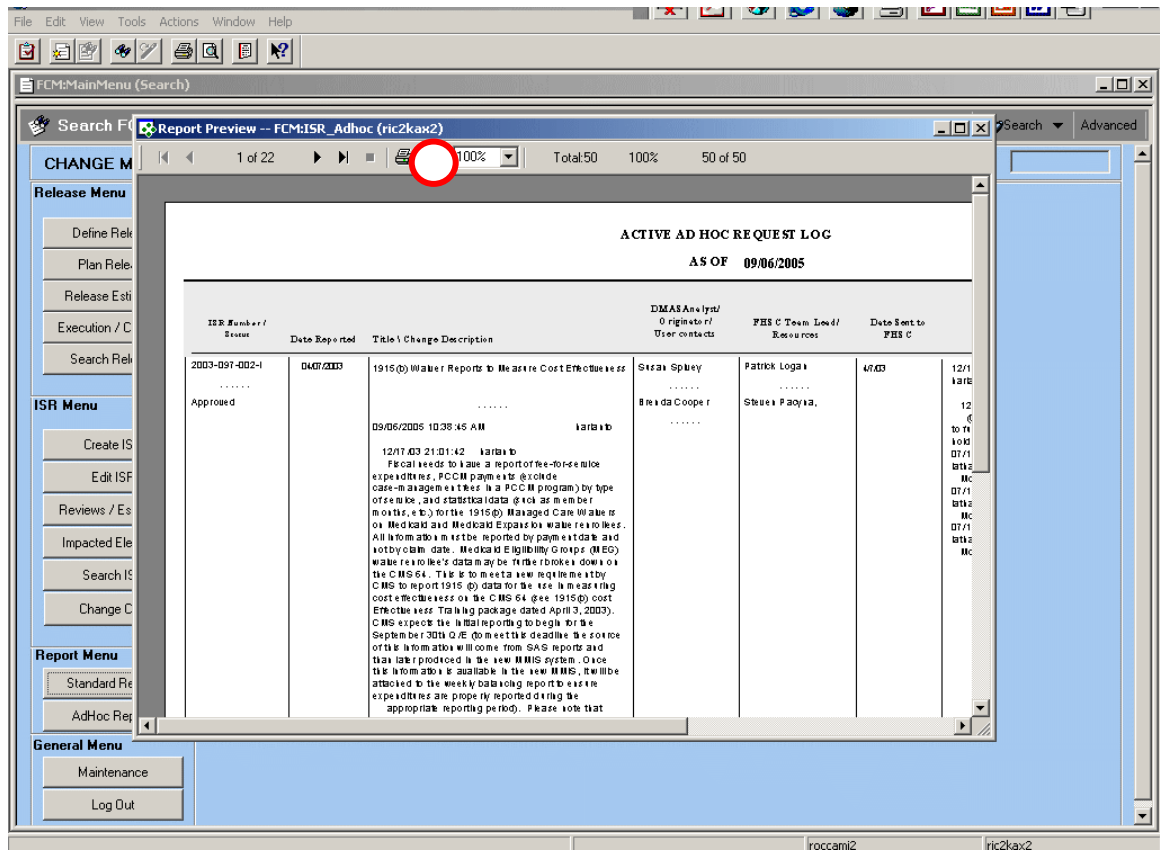
- Active MSR Log
- Active MSRs for DMAS Action
- Active MSRs for FHSC Action
- Active Release Detail Report by ISR
- Active Releases Sent to FHSC
- IRP and Other Problem/Research Log
- IRP and Other Work to be Done
- List D ISRs – Required Post Implementation
- MMIS Active ISRs by FHSC Scheduled Completion Date
- *Overdue ISRs – Awaiting IM Analyst response after Division Director (no report being produced as requirements have not been defined)*
- *Overdue ISRs – Awaiting Impact Assessment from FHSC (no report being produced as requirements have not been defined)*
- Outstanding Overpayment ISRs
- Outstanding Underpayment ISRs
- Resolved Over/Under Payment ISRs
- VAMMIS Completed ISRs and MSRs
- VAMMIS Problem/Research Log

Save Standard Report on Desktop

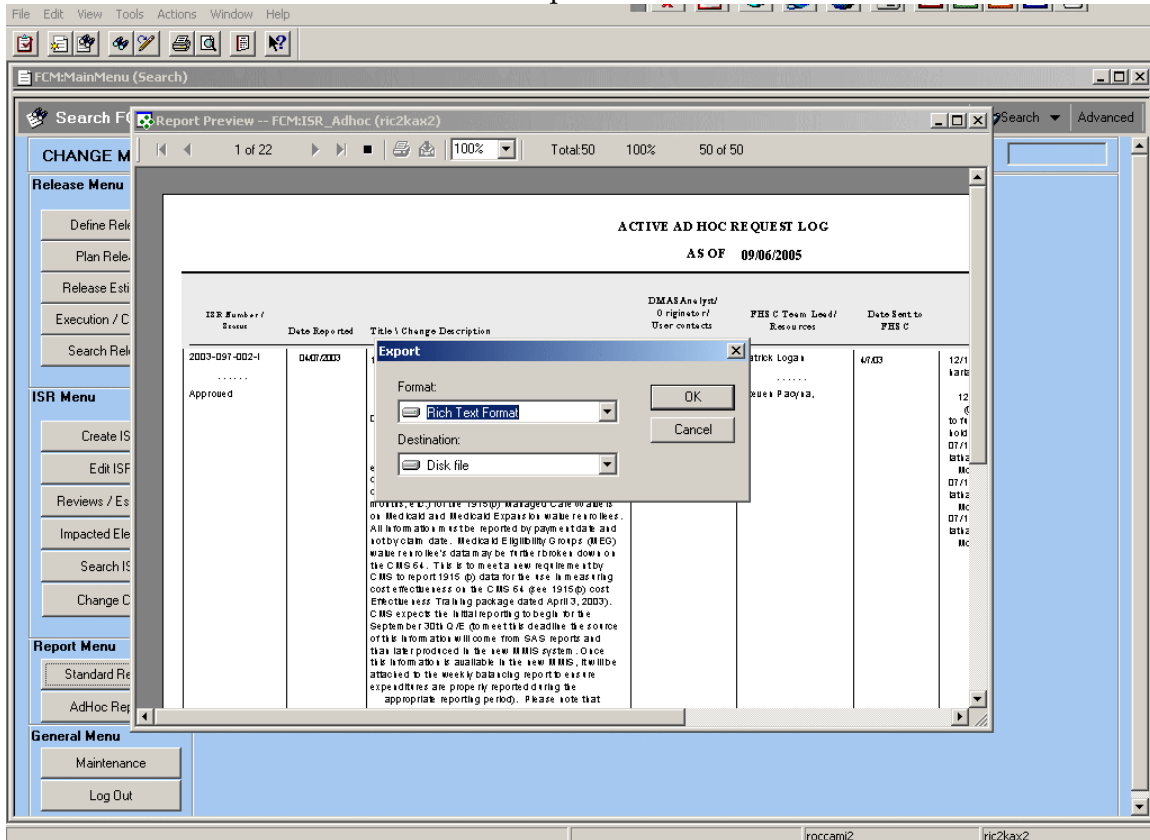
- Any Standard Report can be saved as a file on the Desktop. Let's take the example of saving the 'Active Ad Hoc Request Log' and select 'View on Screen'.



- 'Active Adhoc Request Log' report is displayed as shown below. Click the 'Export' icon to save the report.

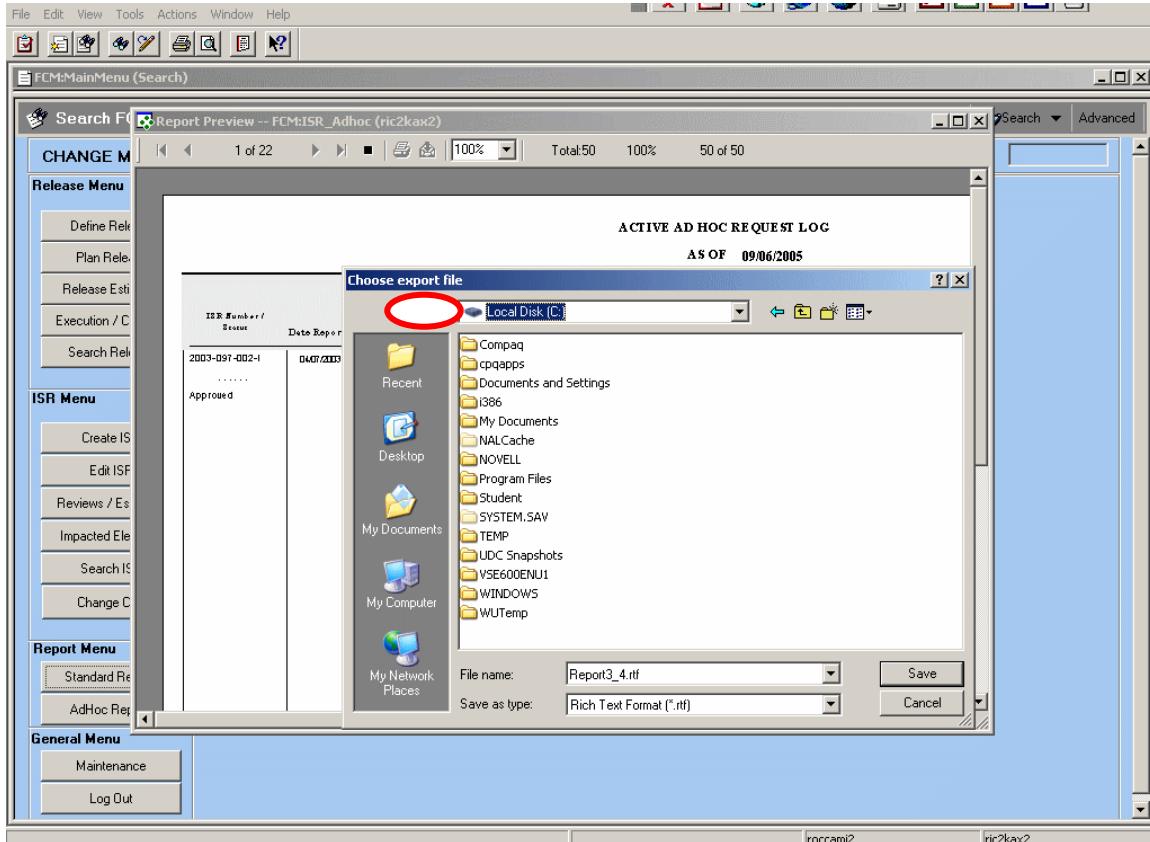


- Popup to select 'Format' and 'Destination' are displayed as shown below.
Recommended format is 'Rich Text Format' with Destination' being 'Disk file' in order to save the file on the desktop. Click O.K. to continue.



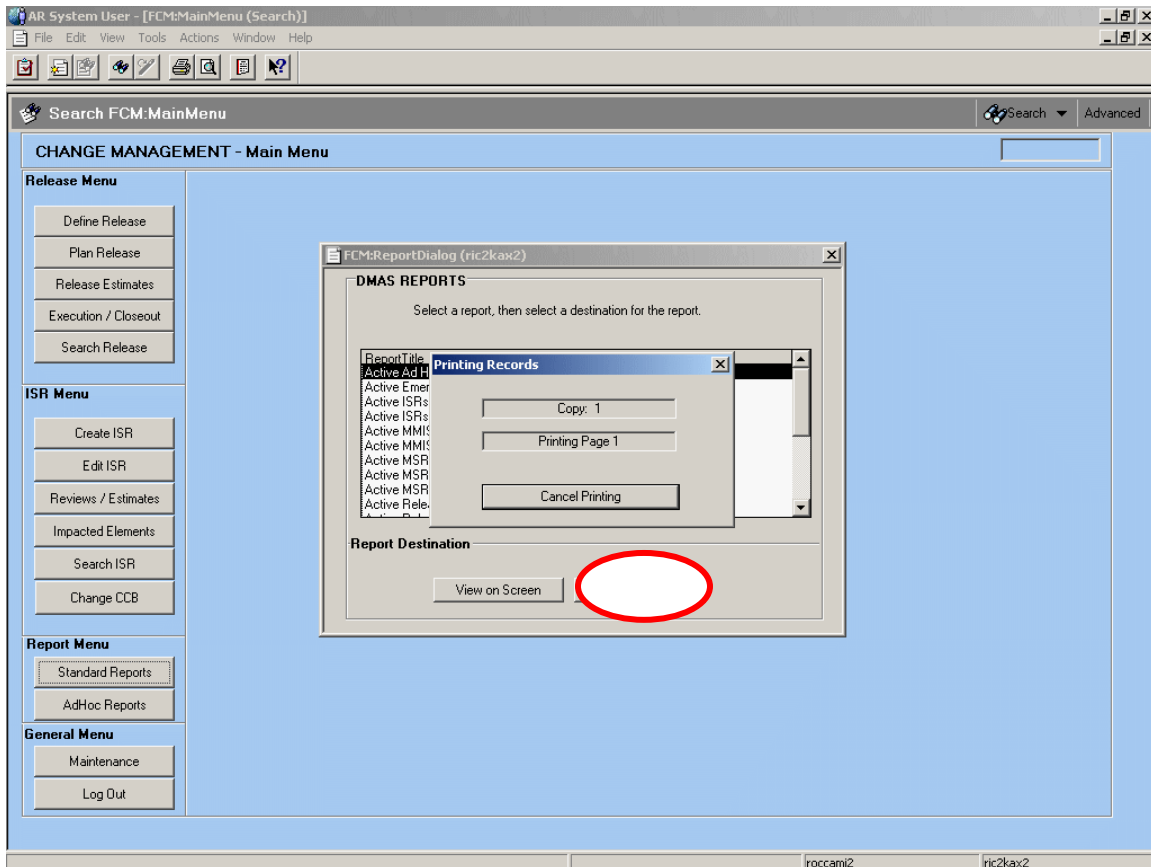
- Screen shown below is displayed. Ensure the 'Save in' is set to C\$ (C:) as that is required to have it saved on the user's desktop. Click on the 'Save' to continue and control is returned to the screen view of the report.

Note: If the C\$ on the 'Client (C:) option is not available in the dropdown list, the 'Remedy ARS Client' is required to be installed on the user's desktop. There is no license issue to be concerned about on this front.

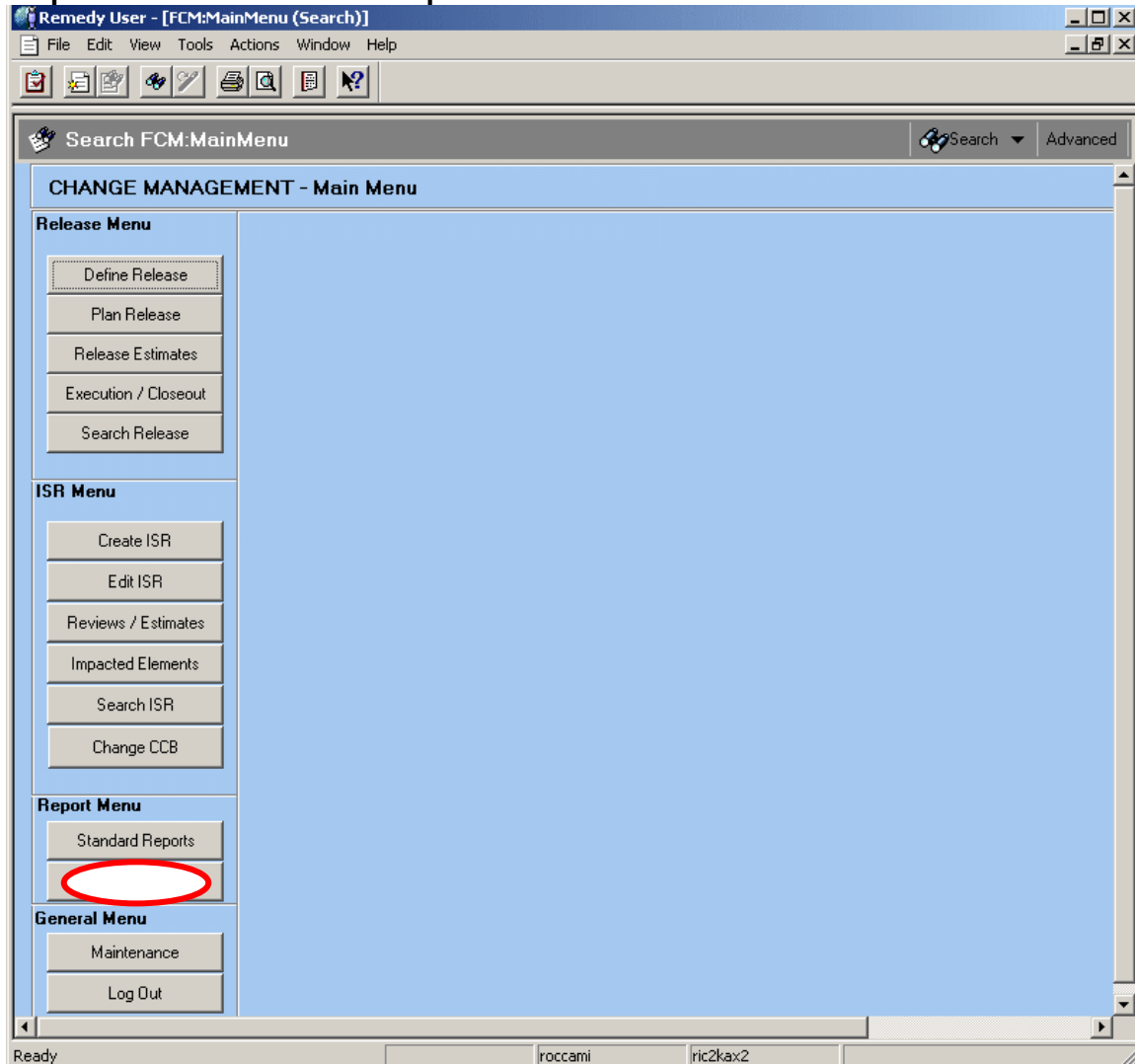


Print Standard Report

- Any Standard Report can be sent directly to the printer. Let's take the example of printing the 'Active Adhoc Request Log' and select Send to Printer. Printing Records popup box should appear as below and the document will be sent directly to the printer.



Report Menu – 'Adhoc Reports'



- 'Adhoc Reports' provides the facility to generate Adhoc reports through the search facility. This facility is available to all users.

Note: This can also be done through the 'Search ISR' option under ISR Menu.

- Click on 'Adhoc Reports' and the screen shown below is displayed.

| Search FCM.ISR | | Search Advanced | |
|---|----------------------|---|-------------------------------|
| Platform (R) | <input type="text"/> | ISR Number | <input type="text"/> |
| ISR Title (R) | <input type="text"/> | | ISR Type <input type="text"/> |
| ISR Status | <input type="text"/> | | Spell Chk |
| Release No. | <input type="text"/> | Prev Release No | <input type="text"/> |
| | | Build No ... | Print ISR ... |
| ISR Details MSR Data LMR Data Reviews / Estimates Execution / Closeout | | | |
| Create ISR | | | |
| Originator (R) | <input type="text"/> | Org | <input type="text"/> |
| Phone (R) | <input type="text"/> | Open Date (R) | <input type="text"/> |
| User Project | <input type="text"/> | Requested Completion Date | <input type="text"/> |
| Impact Type (R) | <input type="text"/> | CCB/CM Mandatory Date | <input type="text"/> |
| Subsystem (R) | <input type="text"/> | Projected Savings (R) | <input type="text"/> |
| User(s) Impacted (R) | | | |
| Providers | <input type="text"/> | Recipients | <input type="text"/> |
| Help Desk | <input type="text"/> | DMAS Users | <input type="text"/> |
| VaMMIS Operations | <input type="text"/> | Change Description (R) ... | |
| ISR Purpose (R) | | Claim Status <input type="text"/> | |
| <input type="text"/> | | Payment Correction <input type="text"/> | |
| Impact if Disapproved | | Over/Under | |
| <input type="text"/> | | DSS Impacted <input type="text"/> | |
| Spell Chk | | DSS Confirmation Name <input type="text"/> | |
| | | State Plan Involvement <input type="text"/> | |
| | | State Plan Number <input type="text"/> | |
| | | Problem Tickets ... | |
| Approvals | | | |
| Division Director Name <input type="text"/> | | Division Director Date <input type="text"/> | |
| Approved? <input type="text"/> | | Additional Approvals ... | |

- When the required search criteria in one or more fields are entered and the 'Search' button is clicked, a query is created and executed.

Note: Refer to 'ISR Menu - Search ISR' section for more details on this function.

Search FCM-ISR Advanced

Search Criteria:

- ISR Title (R):
- ISR Number: ISR Type:
- ISR Status:
- Release No.: Prev Release No.:
- Buttons: Build No ... Print ISR ...
- Buttons: Spell Chk

Details: MSR Data | LMR Data | Reviews / Estimates | Execution / Closeout

Create ISR: Org: DMAS Open Date (R):

Phone (R): 864-223-4461 Requested Completion Date:

User Project: CCB/CM Mandatory Date:

Impact Type (R): Projected Savings (R):

Subsystem (R):

Users Impacted (R): Recipients: DMAS Users:

Providers: Help Desk: VAMMIS Operations:

Change Description (R) ...

Contacts:

ISR Purpose (R):

Impact if Disapproved:

Approvals: Division Director Name: Division Director Date: Approved?:

Claim Status:

Payment Correction: Over/Under:

DSS Impacted:

DSS Confirmation Name:

State Plan Involvement:

State Plan Number:

- Results of the search are displayed on a split screen as shown below. Upper frame shows the ISRs fulfilling the entered criteria while the lower frame displays the first ISR on the list. Select any ISR on the list by clicking on it and details of the selected ISR will be displayed.

The screenshot shows the 'FCM:ISR (Modify)' application window. The top section, titled 'Matching FCM:ISR', displays a table of search results. The bottom section, titled 'Modify FCM:ISR 000000000002205', provides a detailed view of the selected ISR.

| ISR Number | ISR Title (R) | Originator (R) | ISR Type | ISR Status |
|----------------|---|----------------|-----------------|------------|
| 2005-124-005-M | Batch Update X-12 835 Remark Codes in Referen | Dave Austin | Maintenance Ser | Approved |

Modify FCM:ISR 000000000002205

Platform (R): MMIS | ISR Number: 2005-124-005-M | ISR Type: Maintenance Service Request - MSR | Save

ISR Title (R): Batch Update X-12 835 Remark Codes in Reference Subsystem | Spell Chk

ISR Status: Approved | Release No.: | Prev Release No.: | Build No ... | Print ISR ...

ISR Details | MSR Data | Reviews / Estimates | Impacted Elements | Execution / Closeout | Documentation

Create ISR

Originator (R): Dave Austin | Org: DMAS | Open Date (R): 05/04/2005

Phone (R): 804-225-4461 | Requested Completion Date: |

User Project: | CCB/CM Mandatory Date: |

Impact Type (R): Other | Projected Savings (R): |

Subsystem (R): Reference

User(s) Impacted (R)

Providers: | Recipients: | DMAS Users: |

Help Desk: | VaMMIS Operations: | Change Description (R) ...

Contacts

User Contacts

Contacts ...

ISR Purpose (R): Update X-12 835 Remark Codes from Revised Master Crosswalk (attached). | ... | Spell Chk

Impact if Disapproved: Updates will be extremely time consuming. |

DSS Impacted: |

DSS Confirmation Name: |

State Plan Involvement: |

State Plan Number: |

Number 1 of 1 | roccami2 | ric2kax2

To Create Adhoc Report:

- Select some or all of the ISRs that are required to make up the Adhoc report. In this example all ISRs are selected as shown below.

Matching FCM:ISR

| ISR Number | ISR Title (R) | Originator (R) | ISR Type | ISR Status |
|----------------|---|----------------|-----------------|------------|
| 2005-124-005-M | Batch Update X-12 835 Remark Codes in Referen | Dave Austin | Maintenance Ser | Approved |

Modify FCM:ISR 00000000002205

Platform (R) ISR Number ISR Type

ISR Title (R)

ISR Status

Release No. Prev Release No

ISR Details | MSR Data | Reviews / Estimates | Impacted Elements | Execution / Closeout | Documentation

Create ISR

Originator (R) Org Open Date (R)

Phone (R) Requested Completion Date

User Project CCB/CM Mandatory Date

Impact Type (R) Projected Savings (R)

Subsystem (R)

User(s) Impacted (R)

Recipients DMAS Users

Providers Help Desk VaMMIS Operations

Contacts

User Contacts

ISR Purpose (R)

DSS Impacted

DSS Confirmation Name

State Plan Involvement

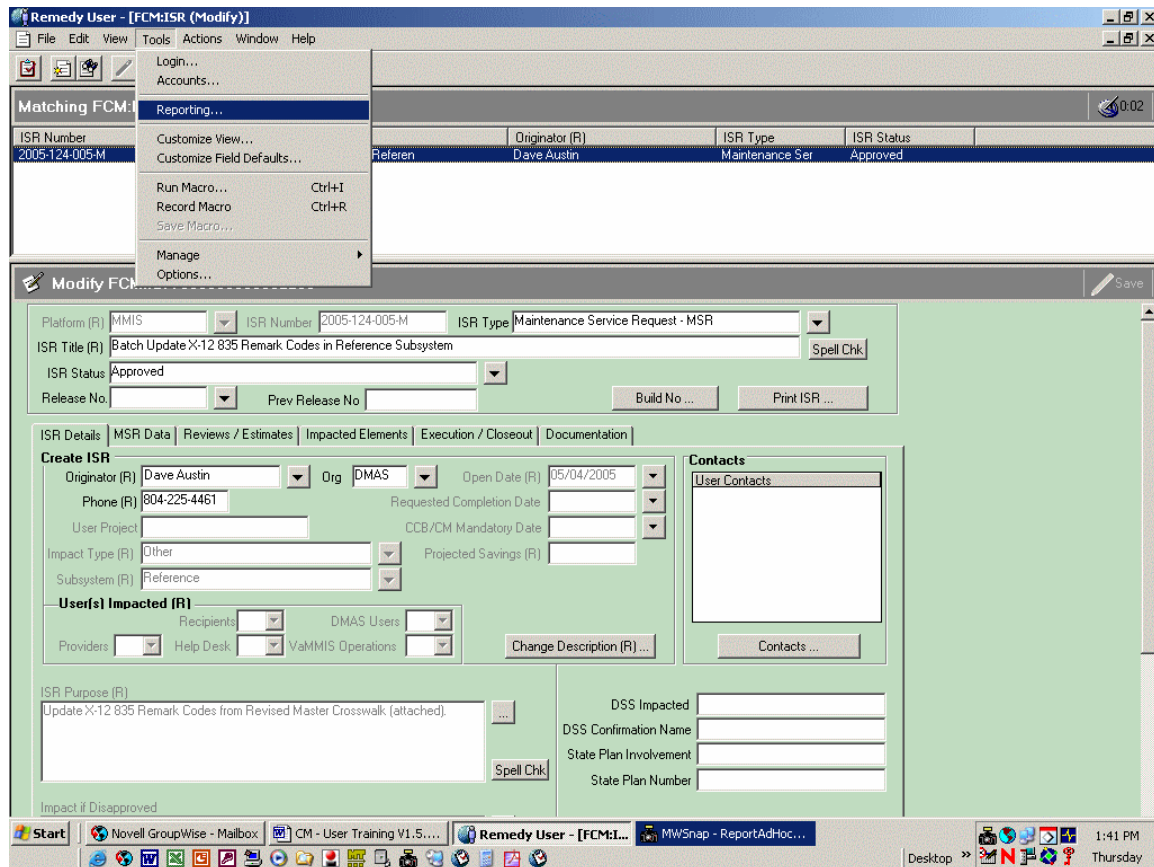
State Plan Number

Impact if Disapproved

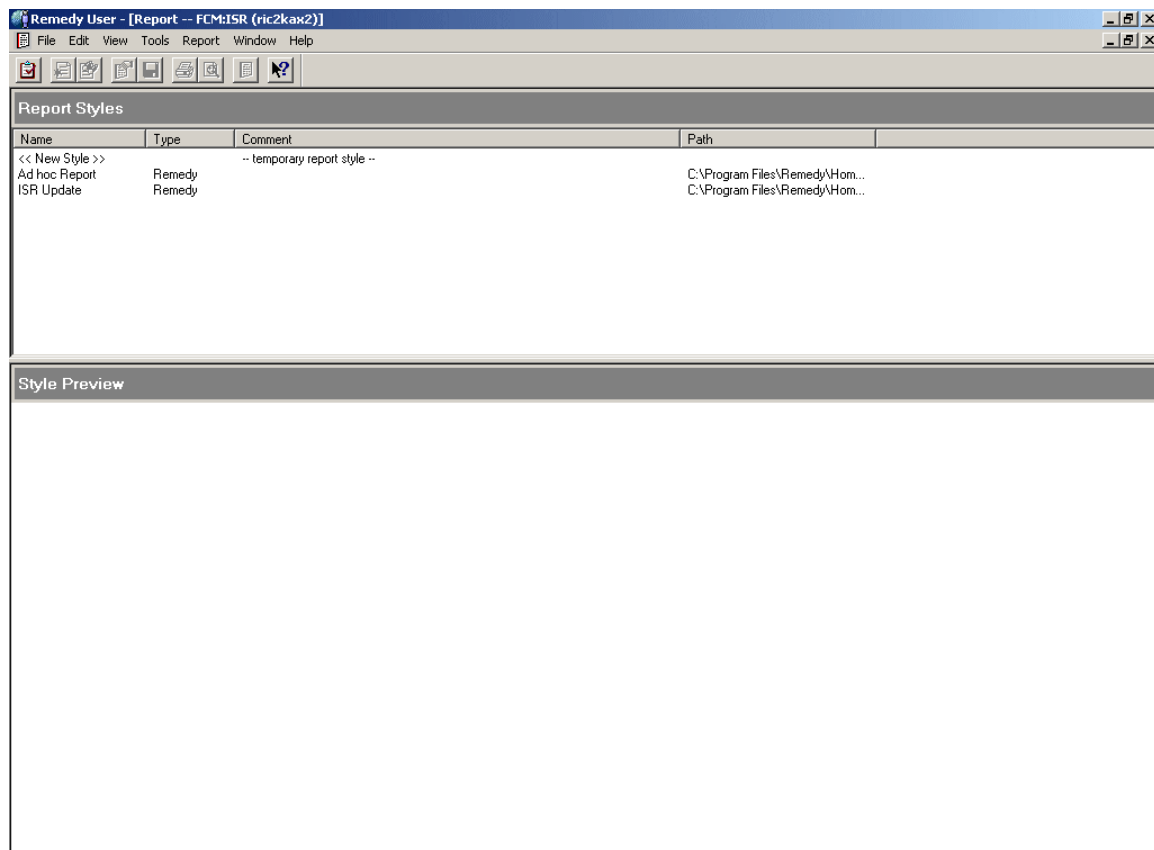
Updates will be extremely time consuming.

Number 1 of 1 | roccami2 | ric2kax2

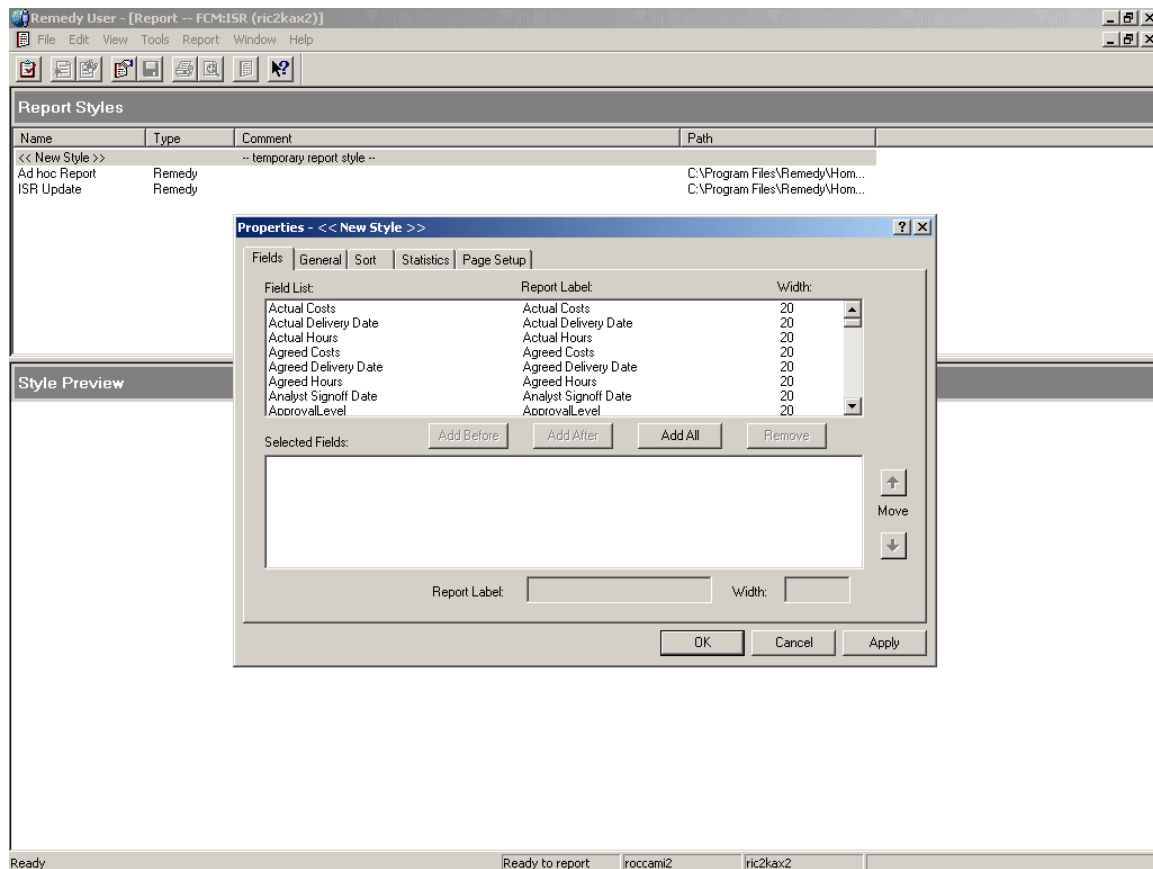
- Select 'Tools/Reporting' from the menu as shown below.



- Screen shown is displayed. Double-click on '<< New Style >>' to create/define a new report.

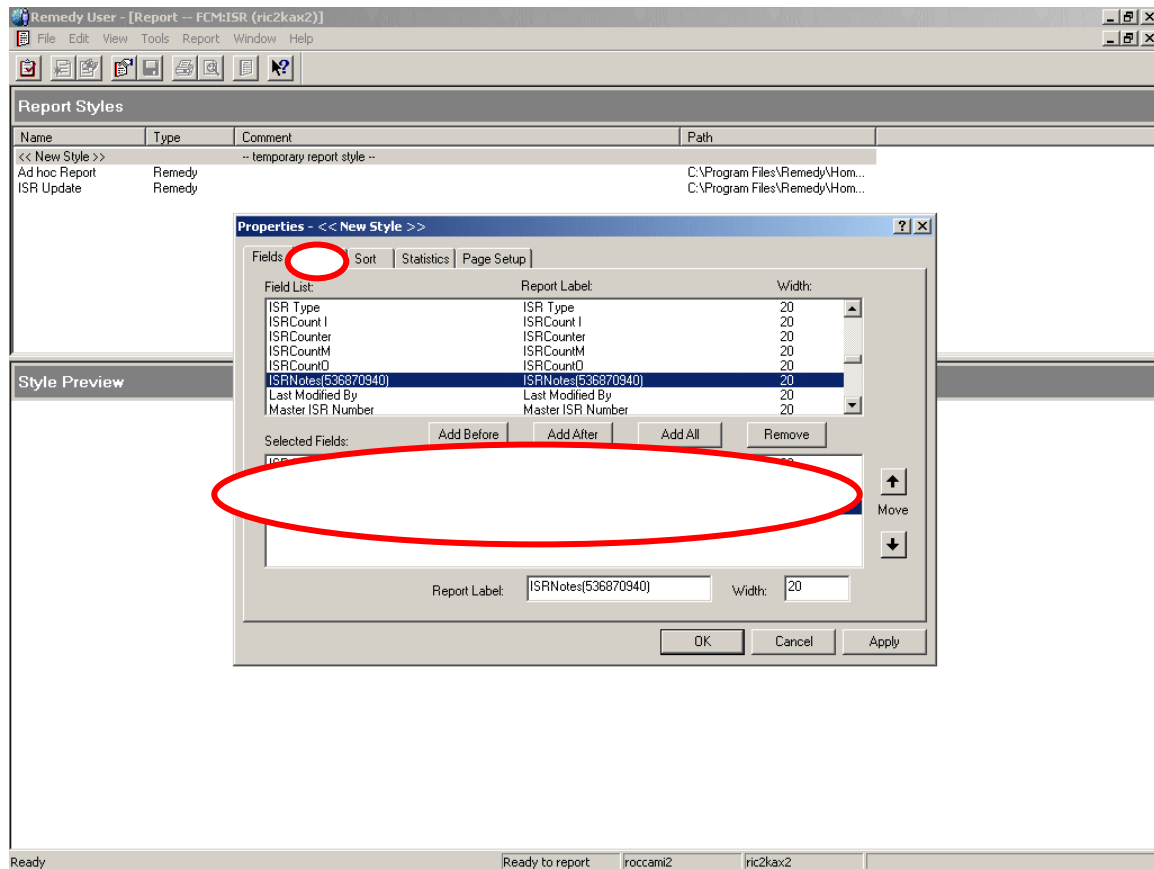


- Screen shown below is displayed.



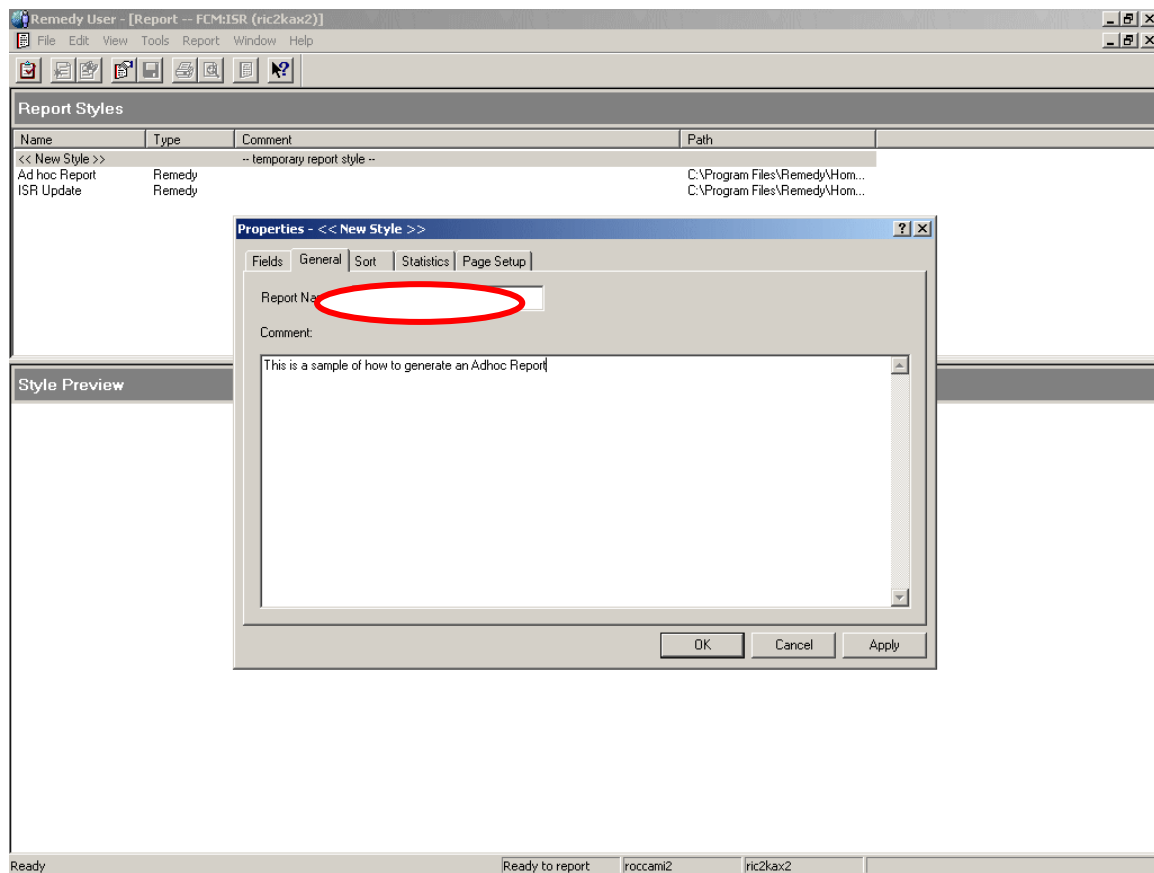
- Select required fields to make up the report from the 'Field List' and add them to the 'Selected Fields'. In this example, 4 fields have been selected – ISR Number, ISR Type, ISR Title, ISR Notes.

- Resulting screen after the fields have been selected is shown below.



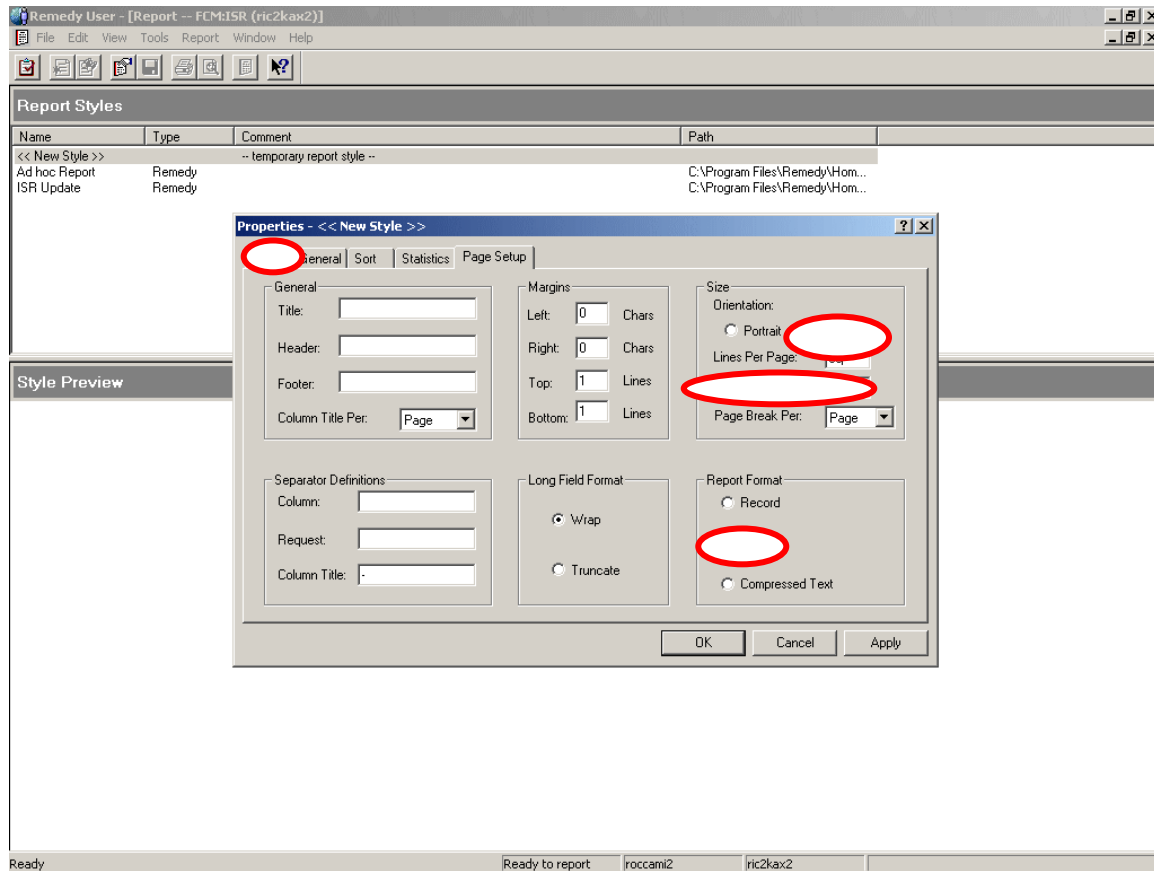
- Report can be given a name by clicking on the 'General' tab.

- Screen shown below is displayed when 'General' tab is clicked and 'Report Name' and 'Comment' are entered.



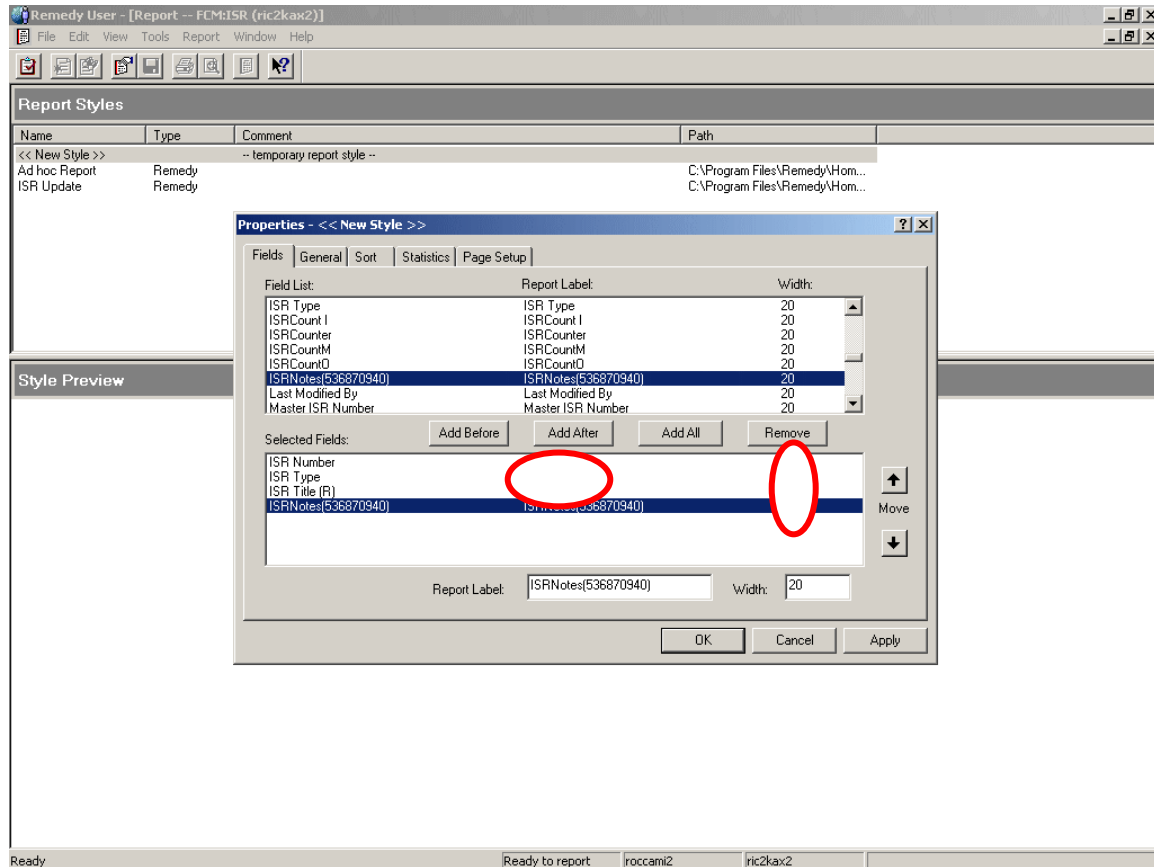
- Report requirements can be modified using the remaining tabs (Sort, Statistics, and Page Setup). In this example, the 'Page Setup' tab is selected to modify certain criteria.

- Screen shown below is displayed with changes made for the following:
 - 'Size Orientation' is set to 'Landscape'
 - 'Chars Per Line' is set to 120
 - 'Record Format' is set to 'Column'.



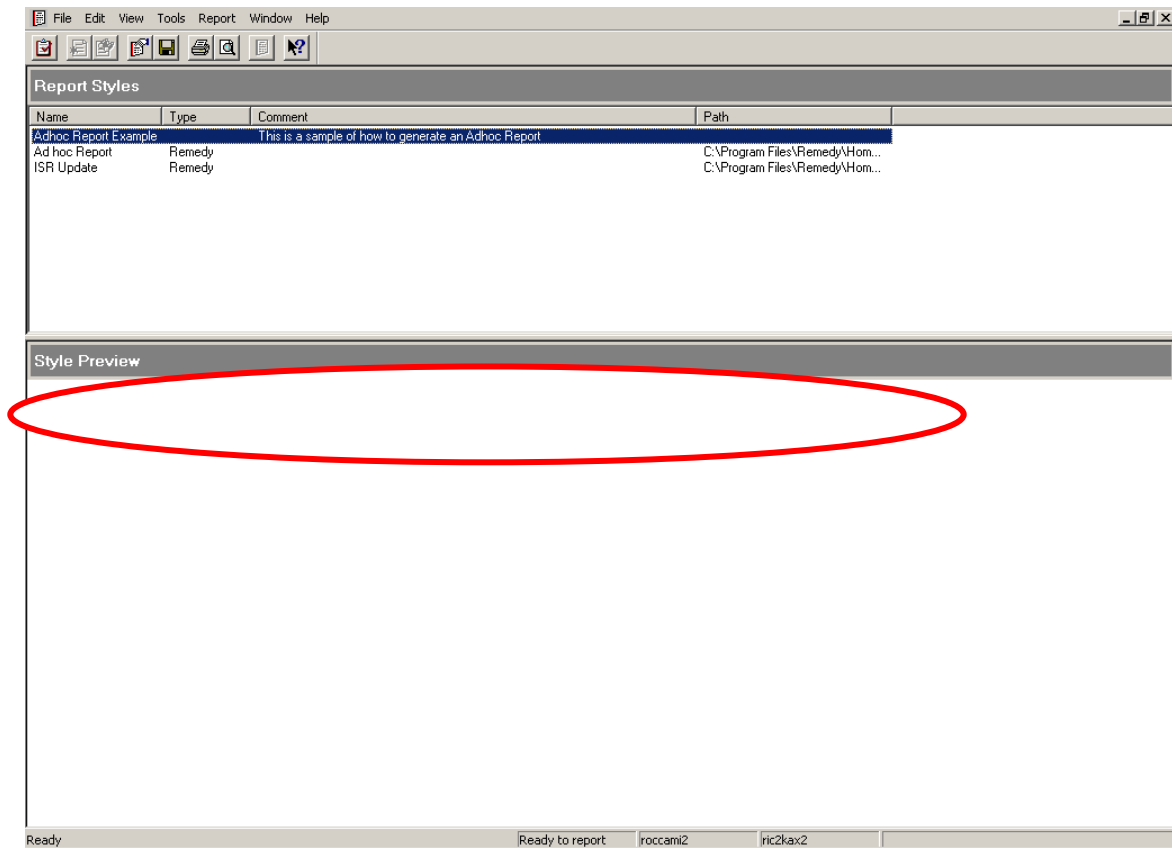
- 'Fields' tab is selected to return to the selected columns to make some final changes for the report.

- Screen shown below is displayed. Report labels and width for the selected fields can be modified if needed. In this example, the 'ISR Title (R)' and 'ISRNotes(536870940)' are modified to be 'ISR Title' and 'ISR Notes' respectively. Width for each field is also modified to spread the information across the page. Resulting screen is shown below.

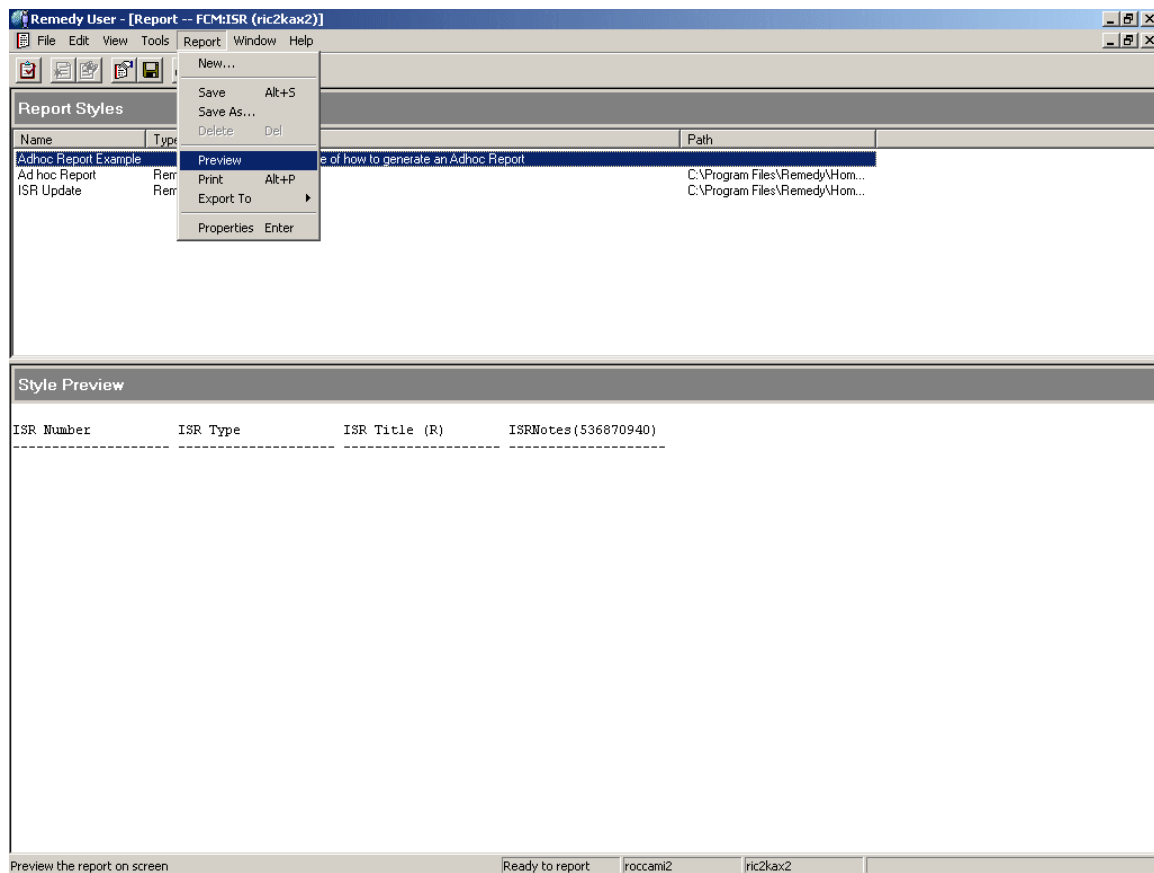


- Click on 'OK' to exit the dialog box.

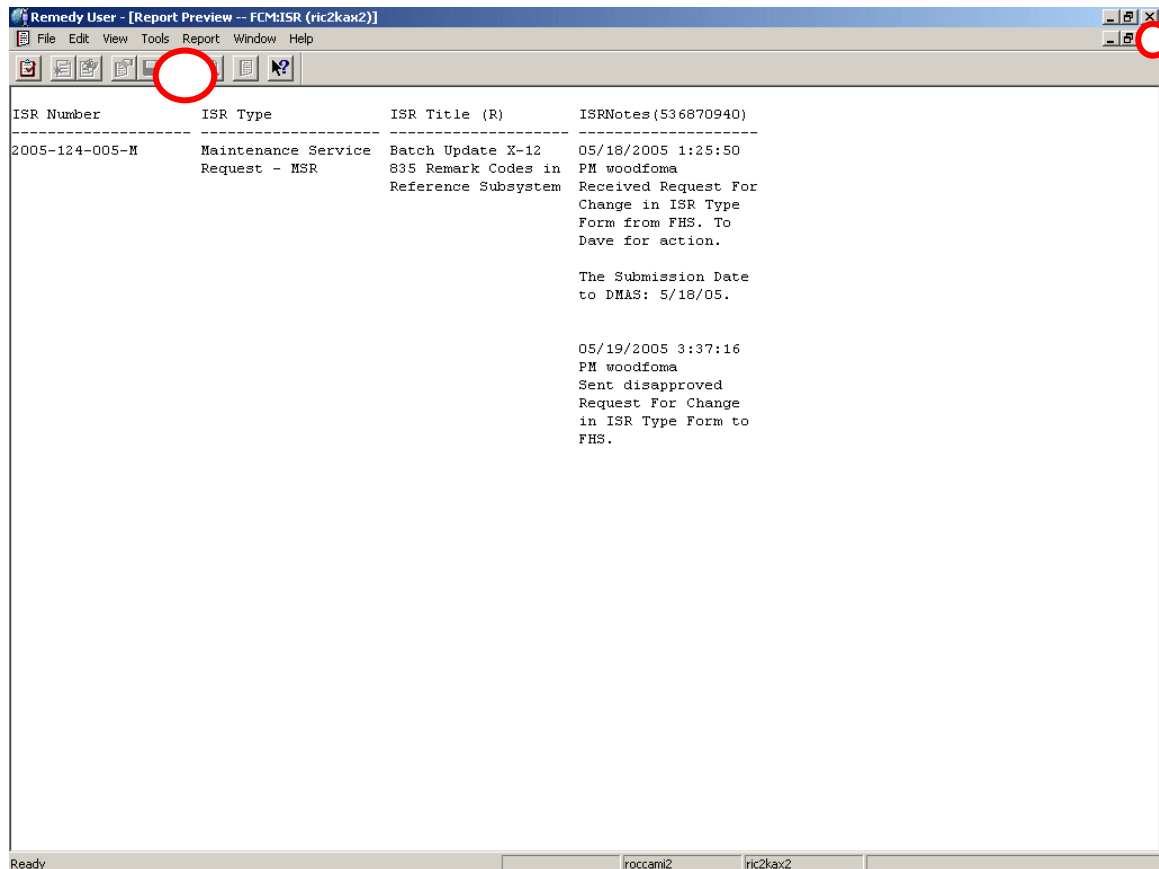
- Screen shown below is displayed. Lower part of the screen (Style Preview) shows the format of the report that has been created.



- Select 'Report/Preview' from the menu as shown below to view the report with data from the selected ISRs.



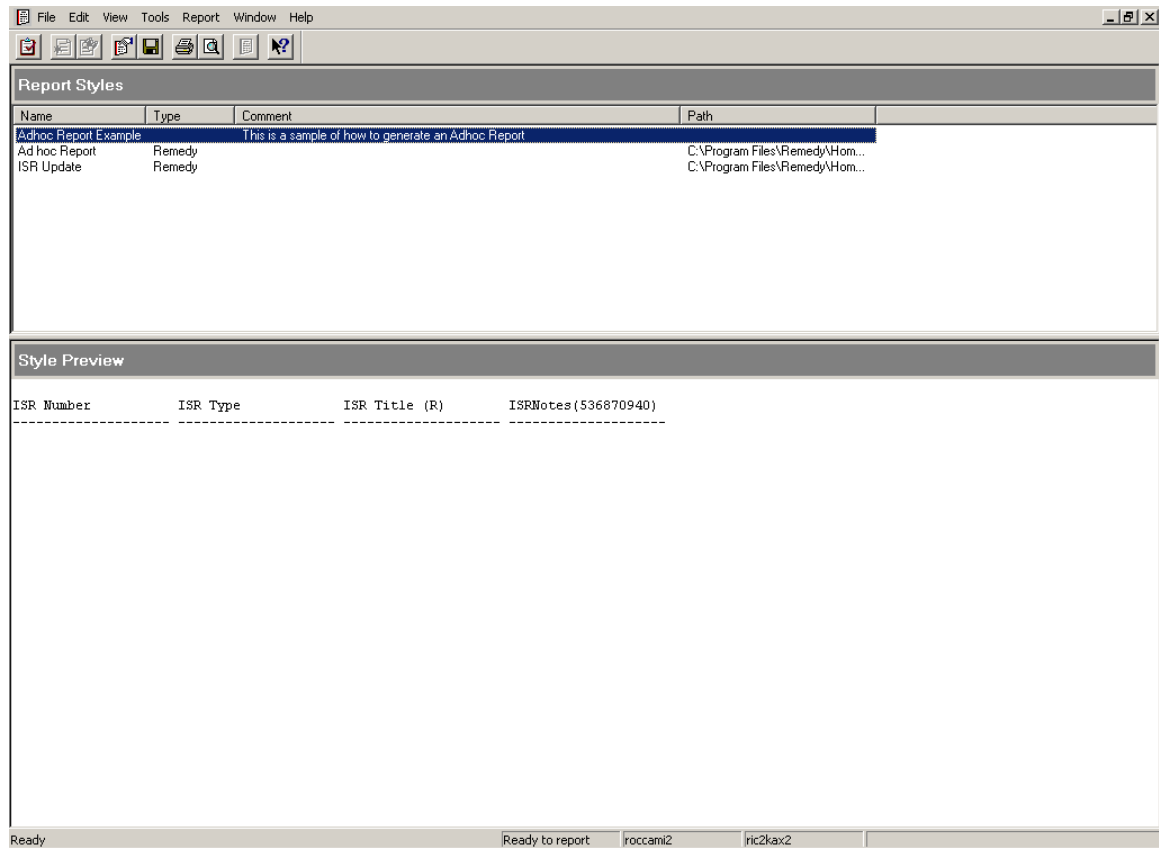
- Warning message 'ARWARN [8911] Some of the fields have been truncated from the results list because the total length of the fields and separators is greater than the maximum allowed' may appear. Click 'OK' to continue.
- Report generated is shown as displayed below. It can be printed using the printer icon and the report will be routed to the user's default printer.



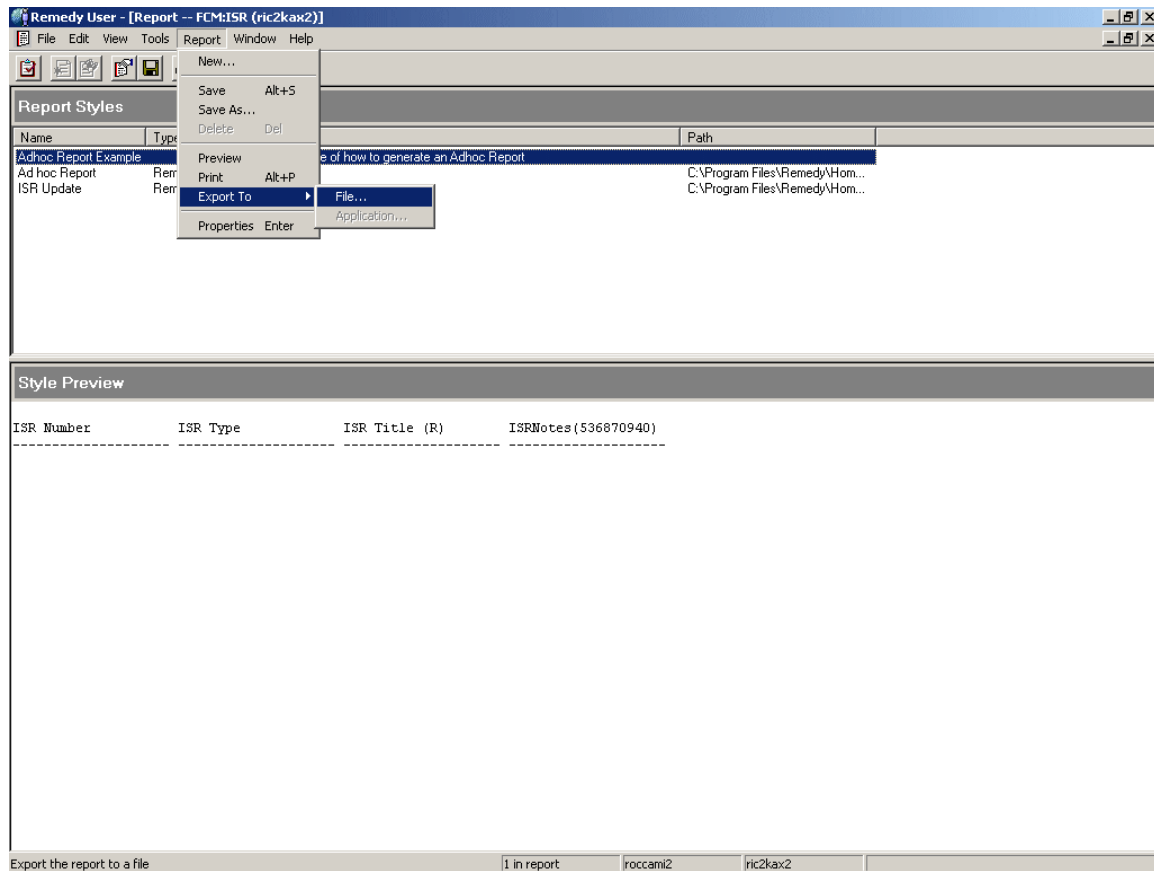
| ISR Number | ISR Type | ISR Title (R) | ISRNotes(536870940) |
|----------------|-----------------------------------|---|--|
| 2005-124-005-M | Maintenance Service Request - MSR | Batch Update X-12 835 Remark Codes in Reference Subsystem | 05/18/2005 1:25:50 PM woodfoma Received Request For Change in ISR Type Form from FHS. To Dave for action. The Submission Date to DMAS: 5/18/05. 05/19/2005 3:37:16 PM woodfoma Sent disapproved Request For Change in ISR Type Form to FHS. |

- Exit from the 'Report Preview' screen by clicking on the lower 'X' in the top right corner.

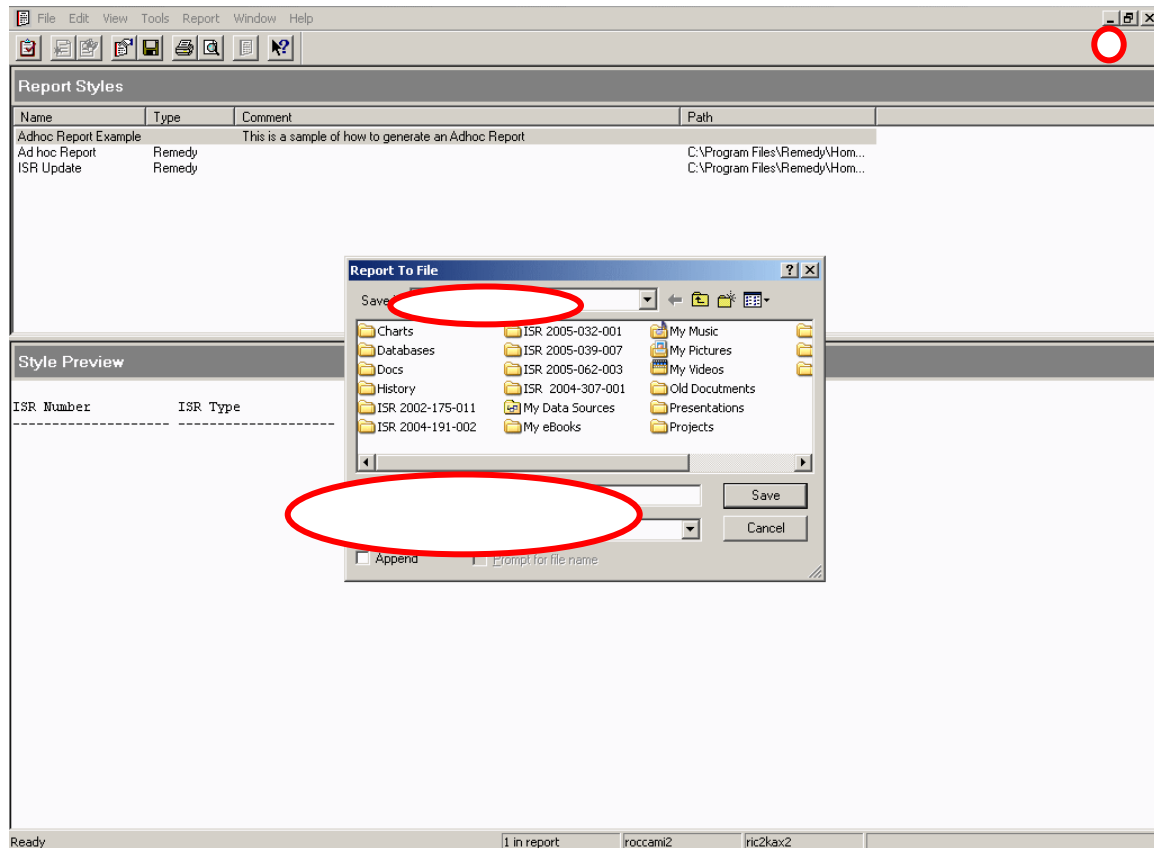
- Screen shown below is displayed.



- Report can be saved to a file if required. Select 'Report/Export To/File' from the menu as shown below.

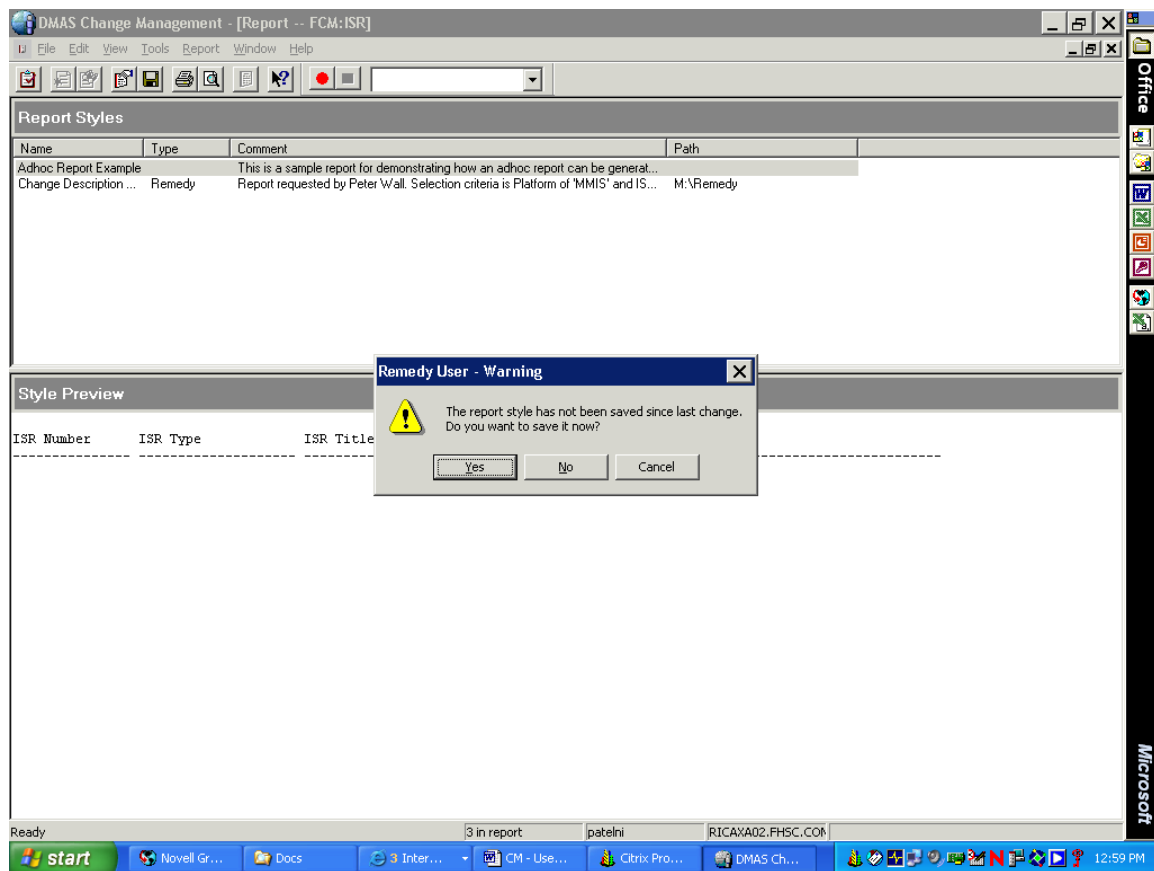


- Screen shown below is displayed.

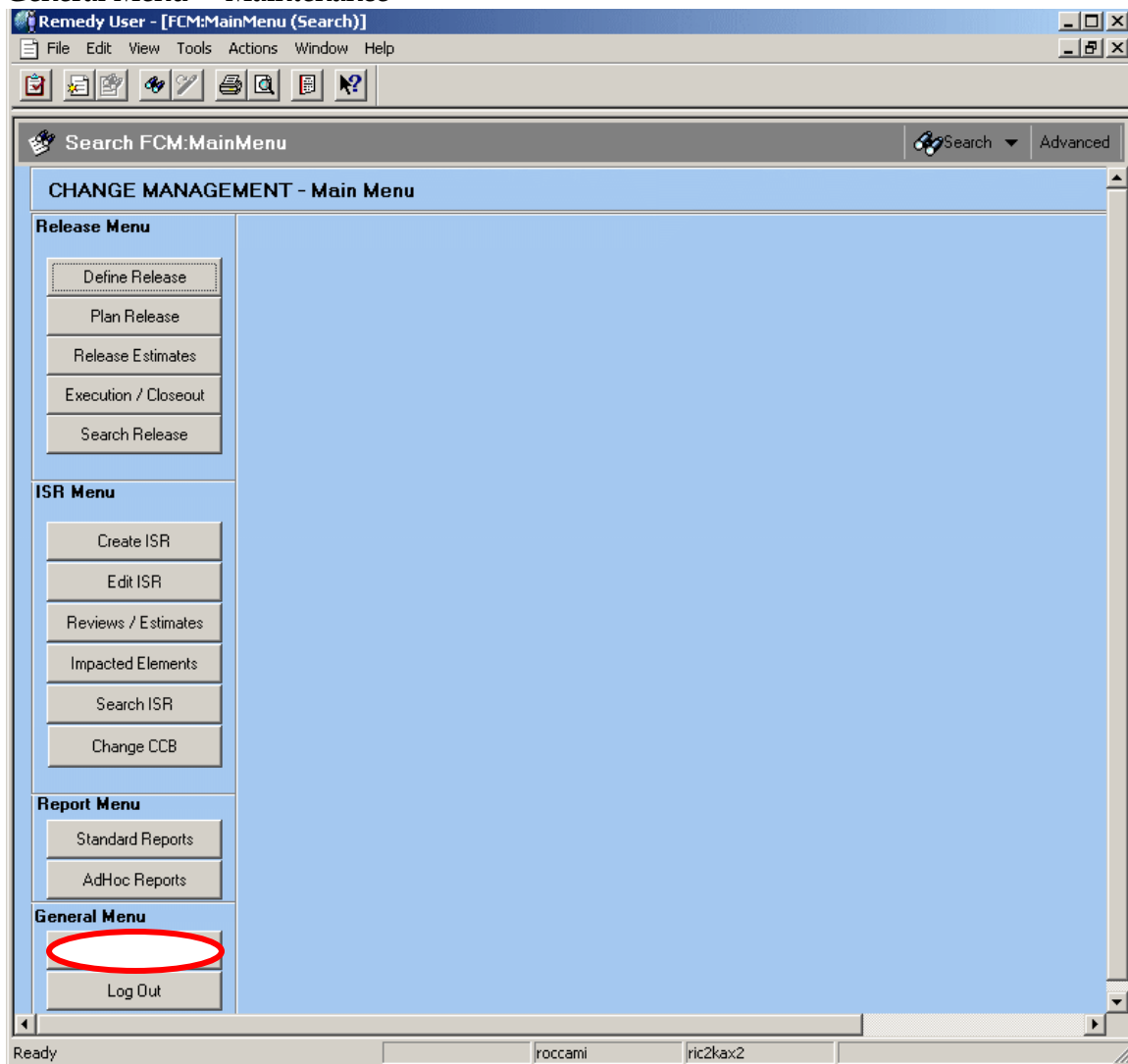


- Ensure the 'Save in' is set to **C\$ on 'Client' (C:)** while the 'File name' can be set to the required name (eg. Adhoc Report Sample). 'Save as type' can be selected as required. Click on 'Save' to save file.
- Warning message 'ARWARN [8911] Some of the fields have been truncated from the results list because the total length of the fields and separators is greater than the maximum allowed' may appear. Click 'OK' to continue.

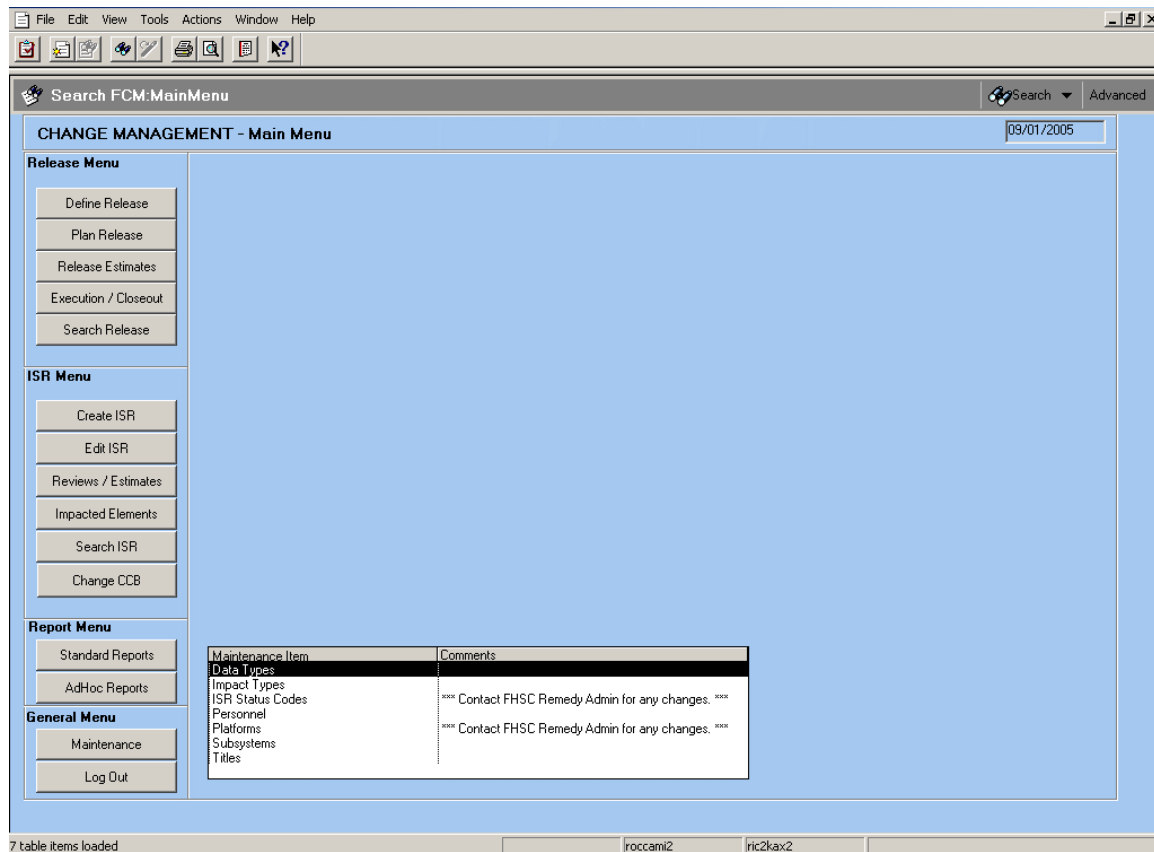
- On returning to the 'Report Styles / Style Preview' screen, click on the lower 'X' in the top right corner.
- Warning message may appear as a reminder if the modified report format has not been saved. Click on 'Yes'.



General Menu - 'Maintenance'



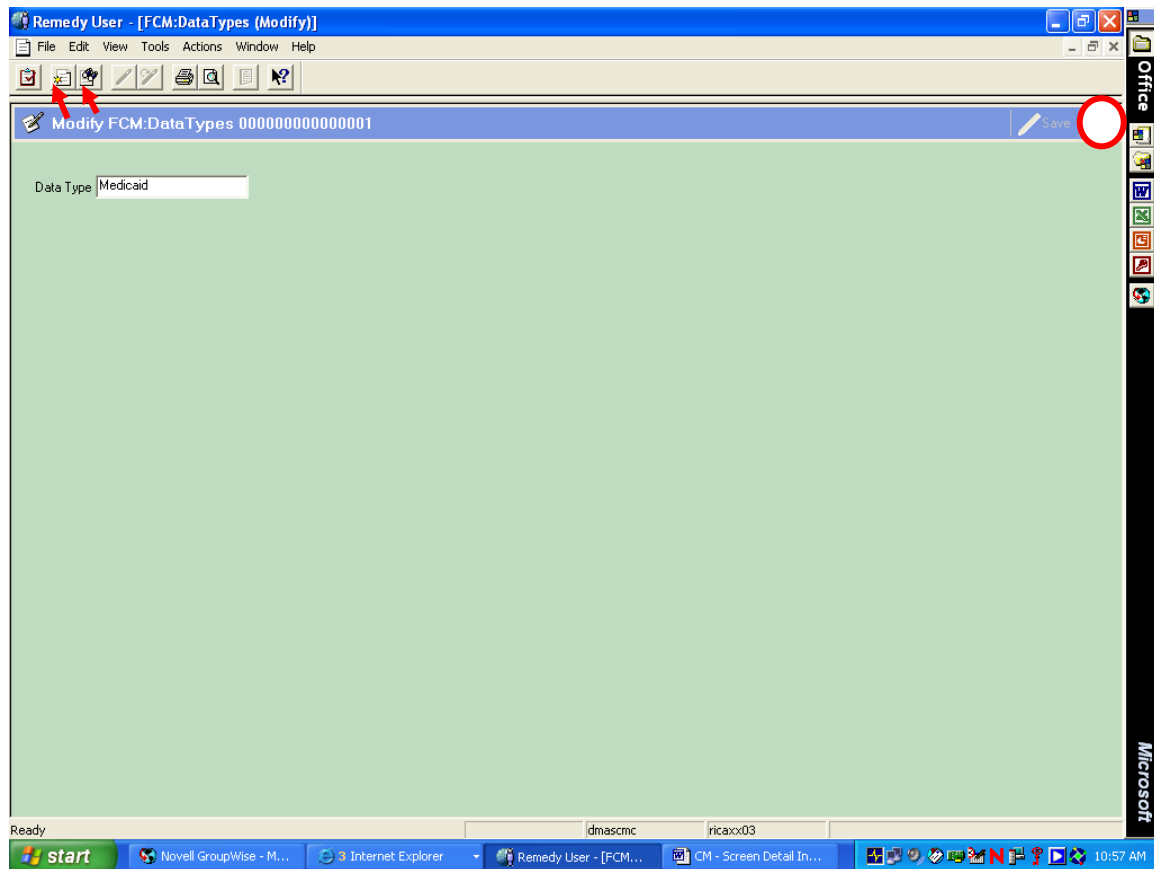
- 'Maintenance' provides the facility to perform the setup and security aspects of the application. This facility is available to DMAS CM Coordinator only.
- This facility is used for system setup and should be used with extreme caution.
- Click on 'Maintenance' and the screen shown below is displayed.



- List of available Maintenance Items are shown. Outlined below are the details of each Maintenance Item.

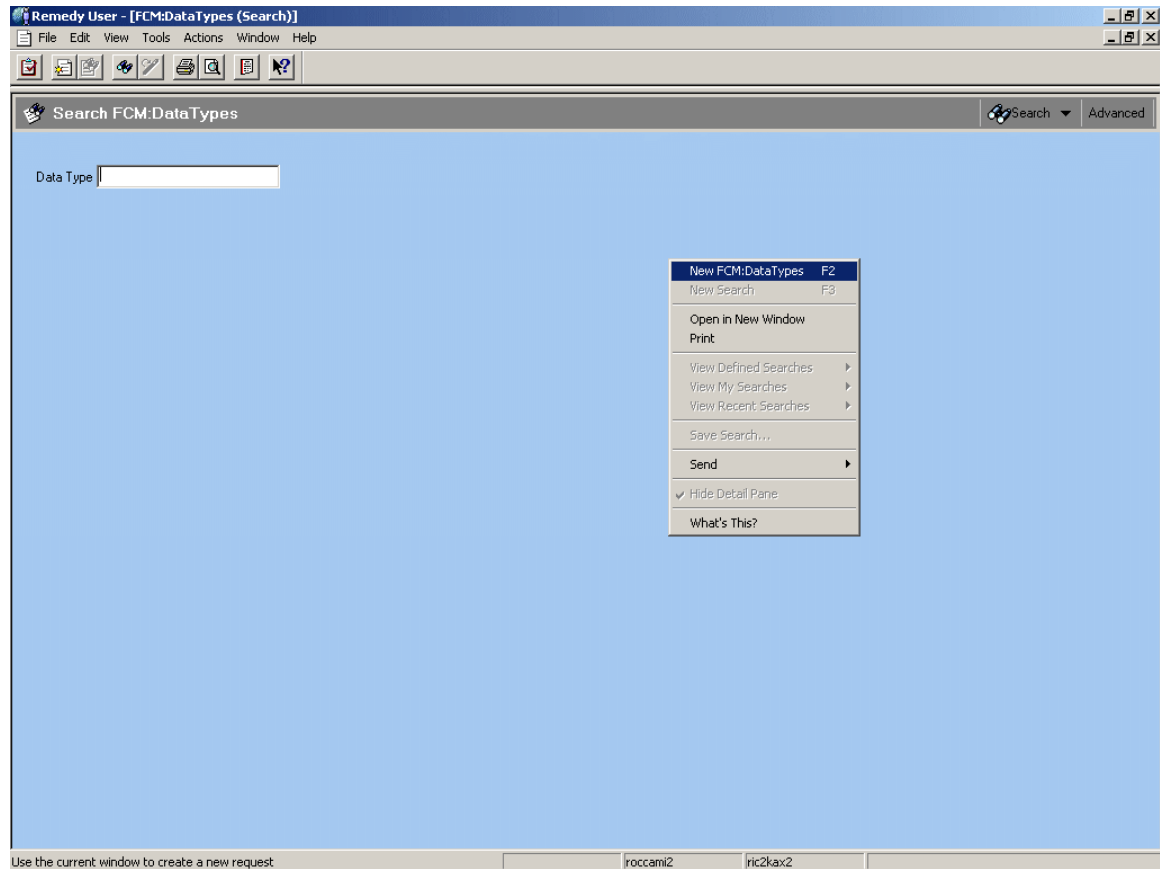
| # | Maintenance Item | Instructions/Comments |
|---|------------------|---|
| 1 | Data Types | <p>Applies to ISR Type of 'ADH': Tab Name: ISR Details Group Name: Type of Information Field Name: Data Type</p> <p>Allows adding/modifying/deleting the options shown in the dropdown list for 'Data Type' field. Data Types is a character field and can contain up to 20 characters.</p> <p>Note: Consult Remedy developer/administrator before using this facility. There is currently no system impact if a 'Data Type' is added. However, there is system impact if a 'Data Type' is modified or deleted.</p> |

Double click on 'Data Types' and the screen shown below is displayed.

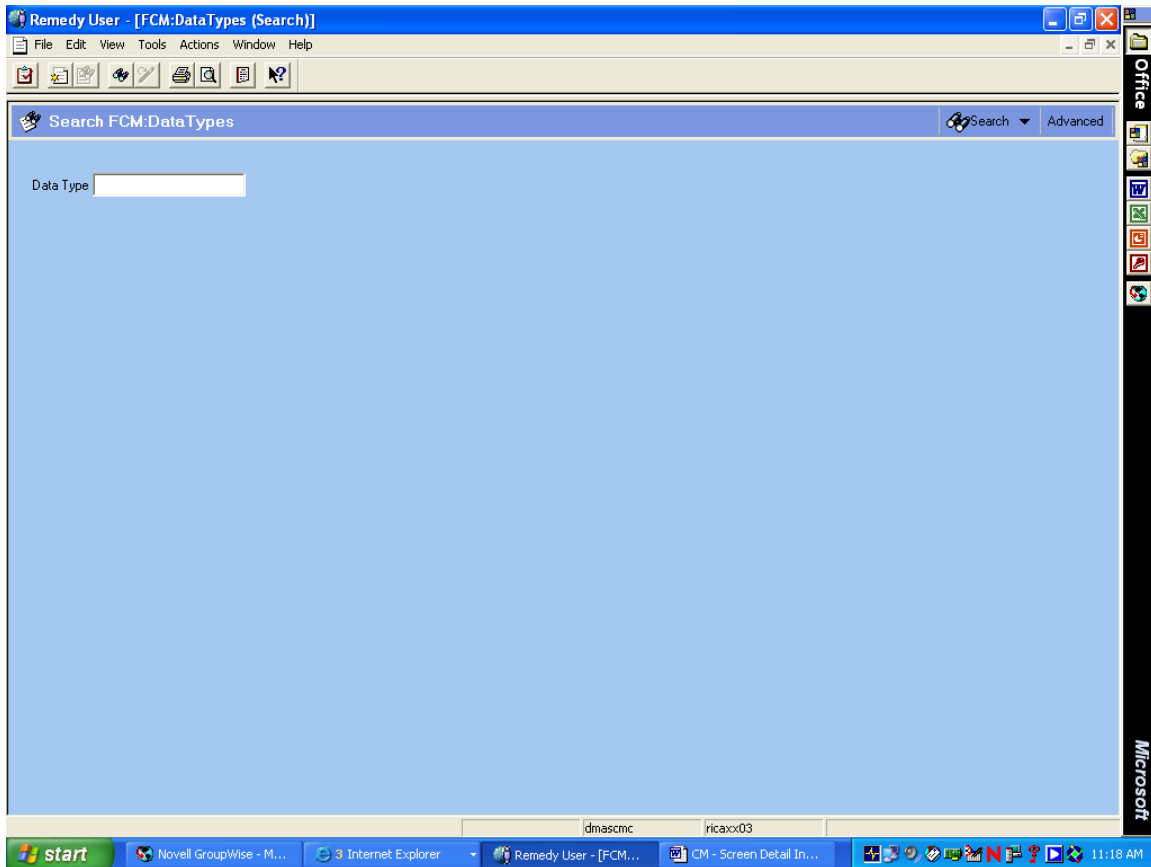


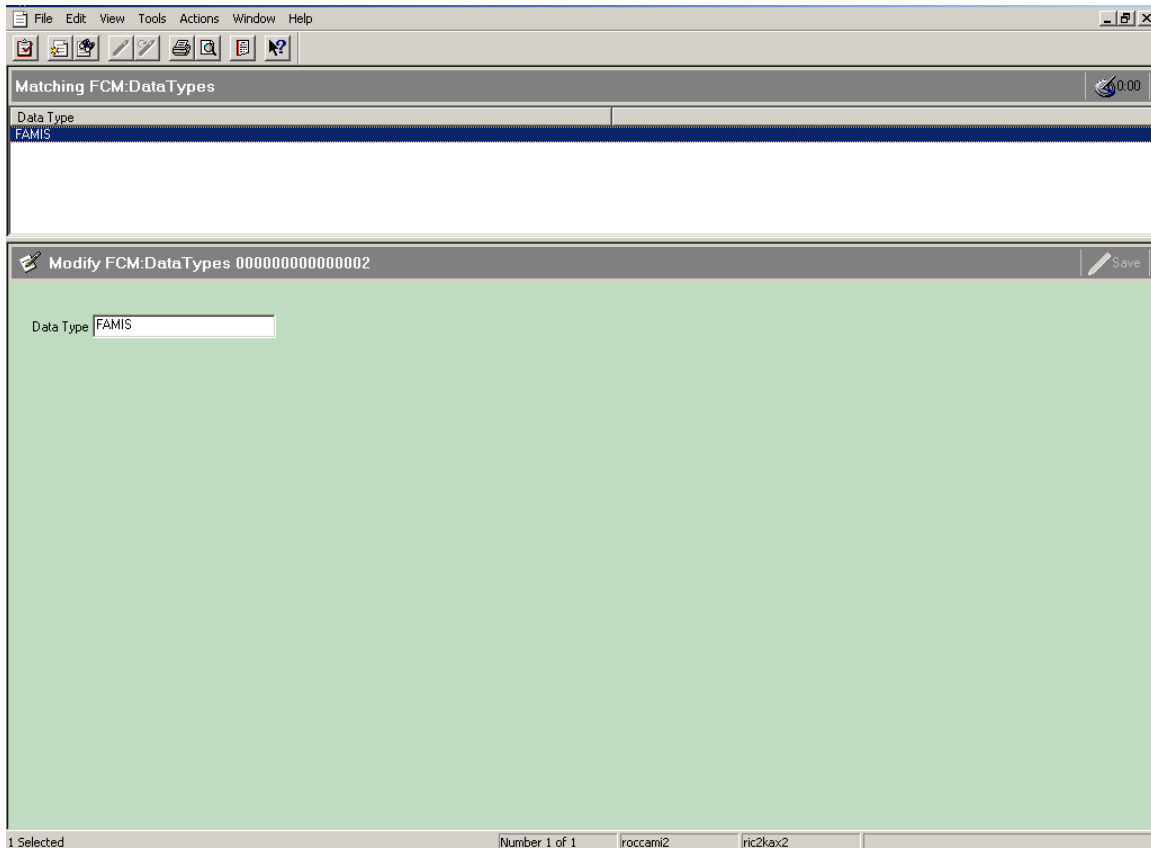
- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'Data Type' info, and 'Save' the entry.
- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.
- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen shown below appears.

- To run a search right click on the desktop and the screen shown below appears
- Select New Search or click F3.



- Enter the required 'Data Type' (eg. FAMIS), and click on 'Search' button. Screen shown below appears.
- To return to the previous screen right click on the desktop and select New FCM:xxx (will change depending on if user selected Data Type, Impact Types, ISR Status Codes, Personnel, Platforms, Subsystems or Titles. F2.

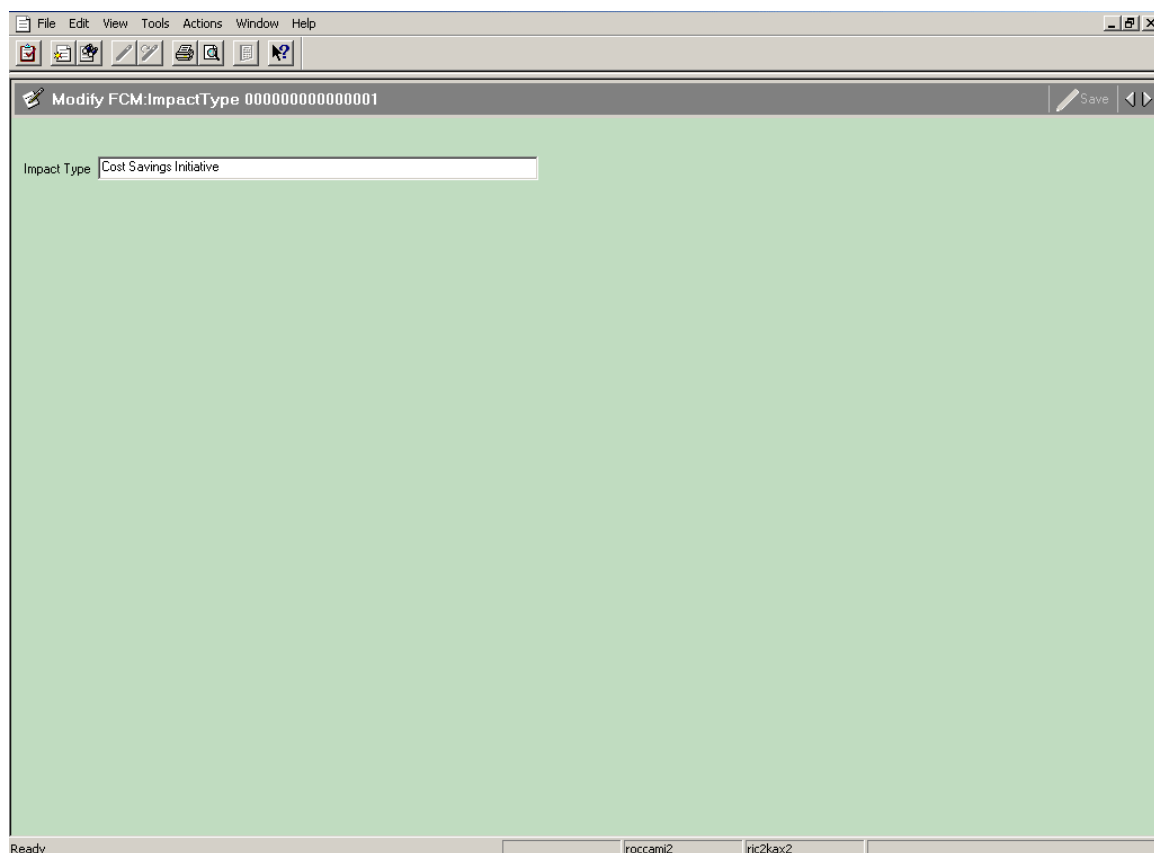




Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame (in this case, the 'Data Type' is the only detail). Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

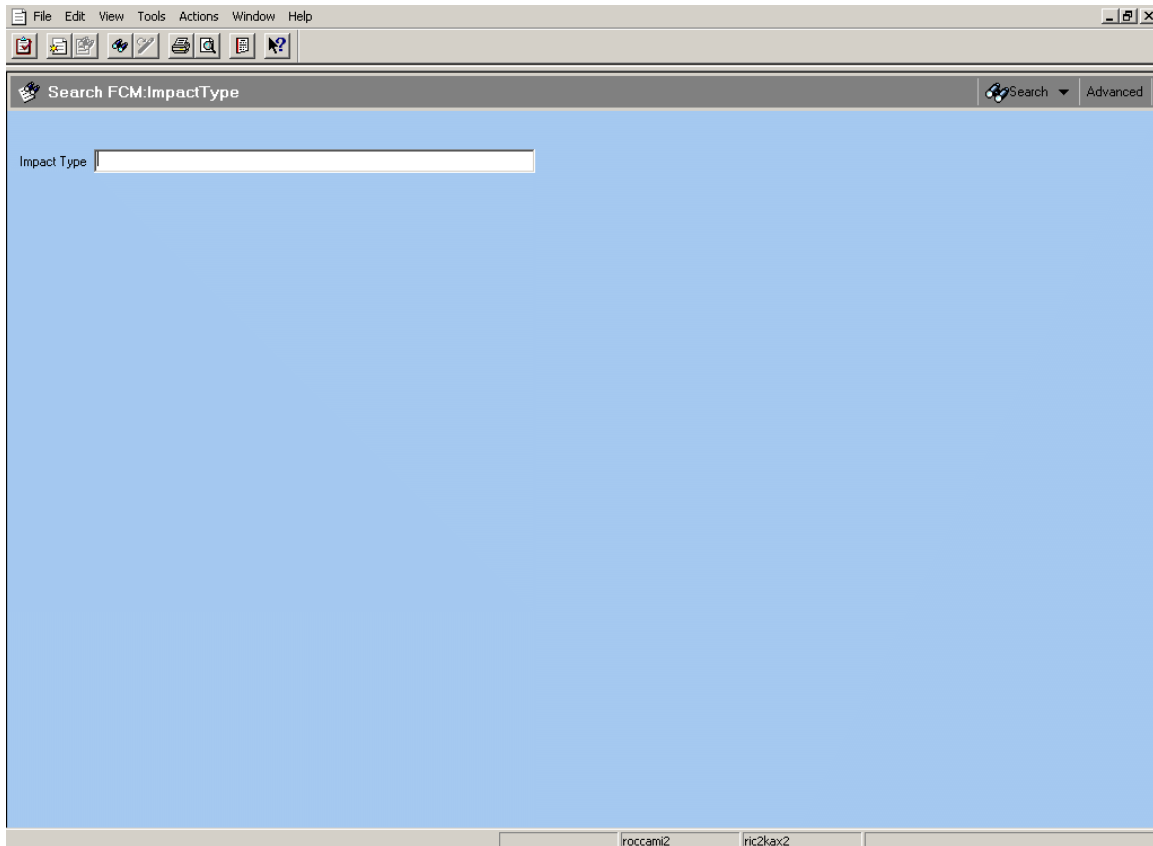
| # | Maintenance Item | Instructions/Comments |
|---|------------------|--|
| 2 | Impact Types | <p>Applies to ISR Types of 'ENH', 'EWO', 'FIX', 'INF', 'MSR', 'LMR':</p> <p>Tab Name: ISR Details Group Name: Create ISR Field Name: Impact Type</p> <p>Allows adding/modifying/deleting the options shown in the dropdown list for 'Impact Type' field. Impact Types is a character field and can contain up to 69 characters.</p> <p>Note: Consult Remedy developer/administrator before using this facility. There is currently no system impact if an 'Impact Type' is added. However, there is system impact if an 'Impact Type' is modified or deleted.</p> |

Double click on 'Impact Types' and the screen shown below is displayed.

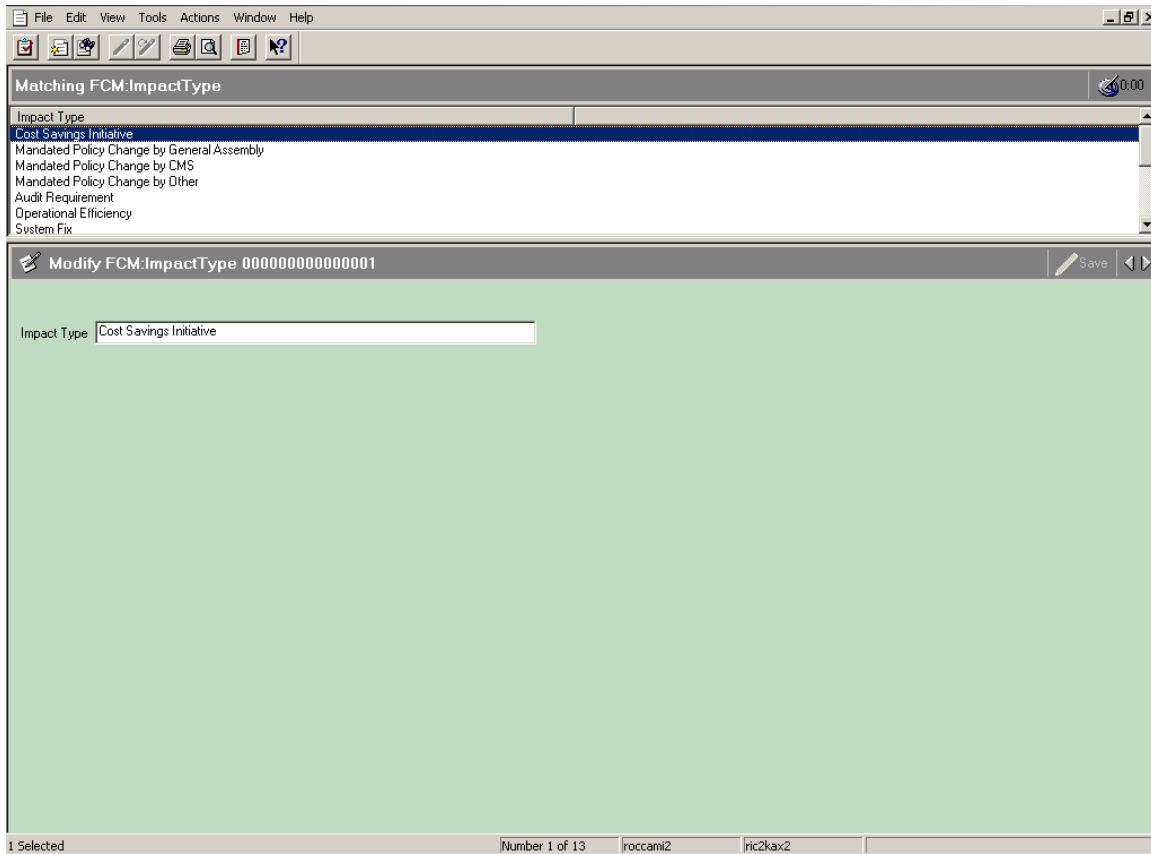


- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'Impact Type' info, and 'Save' the entry.
- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.

- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen shown below appears.



Enter the required 'Impact Type' (eg. Political), and click on 'Search' button. Screen shown below appears.



Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame (in this case, the 'Impact Type' is the only detail). Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

| # | Maintenance Item | Instructions/Comments |
|----|------------------|--|
| 3 | ISR Status Codes | <p>Applies to all ISR Types for 'ISR Status' field (located above the tabs).</p> <p>Allows adding/ modifying/ deleting the options shown in the dropdown list for 'ISR Status' field. ISR Status Codes is a character field and can contain up to 69 characters.</p> <p>Note: Consult Remedy developer/administrator before using this facility. There is system impact if an 'ISR Status Code' is added, modified, or deleted.</p> |
| 3a | Definition | <p>Any letters, numbers, symbols or keywords can be accepted.</p> <p>Definition is a character field and can contain 250 characters.</p> |

Double click on 'ISR Status Codes' and the screen shown below is displayed.

- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'ISR Status Code' info, and 'Save' the entry.
- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.
- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen shown below appears.

Search FCM:ISR_Status

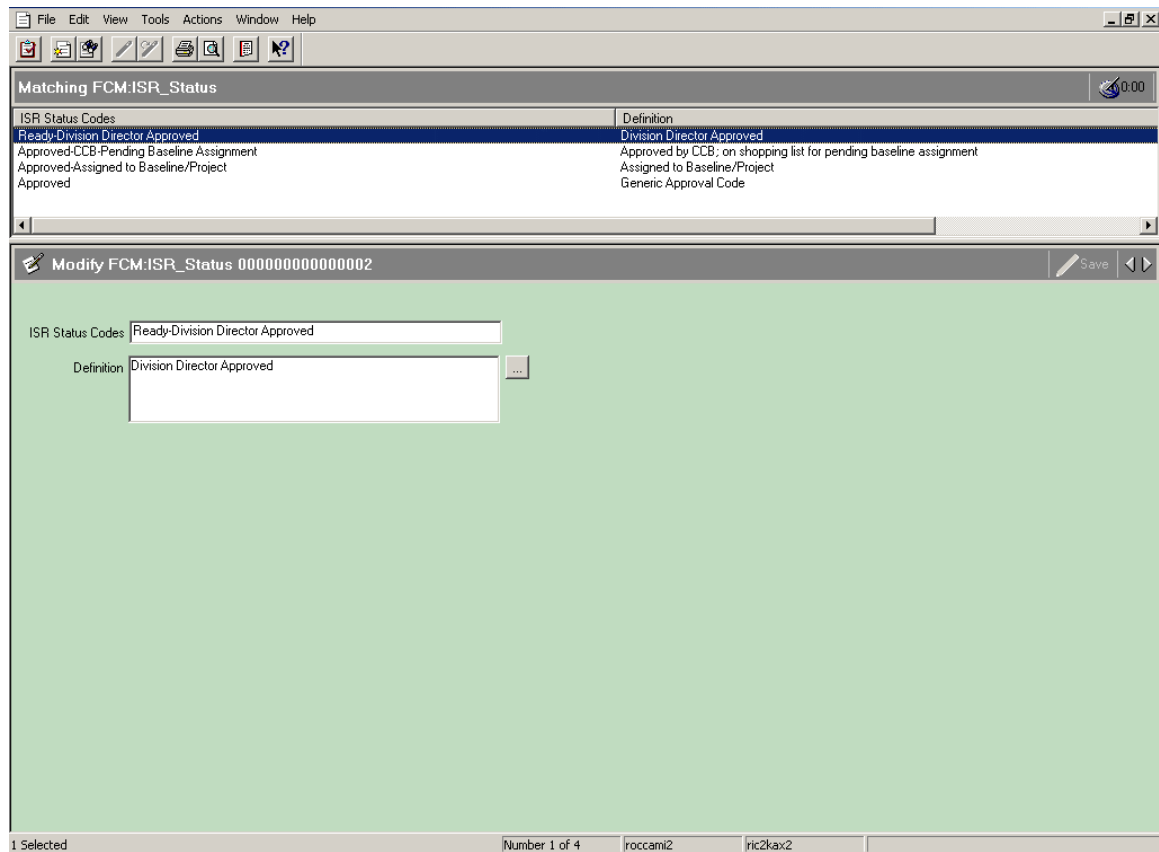
ISR Status Codes

Definition

Search

roccami2 ric2kax2

Enter the required 'ISR Status Code' (eg. Approved), and click on 'Search' button. Screen shown below appears.



Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame. Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

| # | Maintenance Item | Instructions/Comments |
|---|------------------|---|
| 4 | Personnel | <p>Applies to all ISR Types for all name related fields. Allows adding/modifying/deleting the options shown in the dropdown list for the name related fields.</p> <p>Note: Consult Remedy developer/administrator before using this facility. There is currently no system impact if a new 'Personnel' is added but care is to be taken to assign the correct 'Role'. However, there is system impact if 'Personnel' is modified or deleted.</p> |

Double click on 'Personnel' and the screen shown below is displayed.

The screenshot shows a web application window titled "Modify FCM:Personnel 000000000000278". The form contains the following fields and sections:

- Full Name:** Text field with value "Abbe Voigt".
- Last Name:** Text field with value "Voigt".
- First Name:** Text field with value "Abbe".
- Phone:** Text field with value "804-371-6154".
- Organization:** Text field with value "DMAS".
- Department:** Text field.
- Title:** Dropdown menu with value "CM Coordinator".
- Email:** Text field with a search icon.
- Group:** Dropdown menu with value "FCM-VA".
- ISRC Counter:** Text field with value "75".
- DMAS Roles:**
 - Originator: Yes
 - Division Director: No
 - CCB Chair: No
 - CCB: No
 - CM Manager: Yes
 - IM Analyst: Yes
 - CM Coordinator: Yes
- FHS Roles:**
 - Support: No
 - Director: No
 - System Manager: No
 - Team Lead: No
 - CCB Coordinator: No
 - CCB: No
- Client Access Control:** Dropdown menu with value "FCM-VA".
- Client Group:** Text field.

| # | Tab Name | Group Name | Field Name | Instructions/Comments |
|---|-----------|------------|------------|---|
| 1 | Personnel | | Full Name | Displays First Name and Last Name fields. Full Name is a character field and can contain up to 69 characters. |
| 2 | Personnel | | Last Name | Type letters, numbers, symbols or keywords. Last Name is a character field and can contain up to 50 characters. |

| | | | | |
|----|-----------|------------|-------------------|---|
| 3 | Personnel | | Phone | Phone number can be accepted. The Phone field can contain 15 characters. |
| 4 | Personnel | | First Name | Type letters, numbers, symbols or keywords. Last Name is a character field and can contain up to 50 characters. |
| 5 | Personnel | | LogonID | Type letters, numbers, symbols or keywords. LogonID is a character field and can contain up to 25 characters. |
| 6 | Personnel | | Organization | Type letters, numbers, symbols or keywords. Organization is a character field and can contain up to 50 characters. |
| 7 | Personnel | | Department | Type letters, numbers, symbols or keywords. Department is a character field and can contain up to 50 characters. |
| 8 | Personnel | | Title | Type letters, numbers, symbols or keywords or select from drop-down list of FCM:MNU:Titles. Title is a character field and can contain up to 50 characters. |
| 9 | Personnel | DMAS Roles | Originator | Originator is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 10 | Personnel | DMAS Roles | CCB | CCB is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 11 | Personnel | DMAS Roles | Division Director | Division Director is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 12 | Personnel | DMAS Roles | CM Manager | CM Manager is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 13 | Personnel | DMAS Roles | CCB Chair | CCB Chair is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 14 | Personnel | DMAS Roles | IM Analyst | IM Analyst is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 15 | Personnel | DMAS Roles | CM Coordinator | CM Coordinator is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 16 | Personnel | FHS Roles | Support | Support is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 17 | Personnel | FHS Roles | CCB | CCB is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |

| | | | | |
|----|-----------|-----------|-----------------------|--|
| | | | | '(clear)'. |
| 18 | Personnel | FHS Roles | Director | Director is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 19 | Personnel | FHS Roles | System Manager | System Manager is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 20 | Personnel | FHS Roles | Team Lead | Team Lead is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 21 | Personnel | FHS Roles | CCB Coordinator | CCB Coordinator is a selection field. Selection type include: 'Yes', 'No' or '(clear)'. |
| 22 | Personnel | | Email | Type letters, numbers, symbols or keywords. Email is a character field and can contain up to 100 characters. |
| 23 | Personnel | | Group | Type letters, numbers, symbols or keywords or select from drop-down list of FCM:MNU:WorkGroups. Group is a character field and can contain up to 30 characters. |
| 24 | Personnel | | ISRCOUNTER | A number can be accepted between 0 and 2,147,483,647 to modify the field. ISRCOUNTER is an Integer field. |
| 25 | Personnel | | Client Access Control | Select from drop-down list. The selections are Administrator, Browser, Customize, FCM-Global, FCM-VA, FCM-VA-CCM, FCM-VA-OTH, Public, Sub Administrator. Client Access Control is a character field. |
| 26 | Personnel | | Client Group | Type letters, numbers, symbols or keywords. Client Group is a character field and can contain up to 30 characters. |

- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'Personnel' info, and 'Save' the entry.
- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.
- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen SearchFCM:Personnel shown below appears.

Search FCM:Personnel

Full Name

Last Name Phone

First Name LogonID

Organization

Department

Title

DMAS Roles

Originator CCB

Division Director CM Manager

CCB Chair IM Analyst

CM Coordinator

FHS Roles

Support CCB

Director System Manager

Team Lead

CCB Coordinator

Email ...

Group

ISRCCounter

Client Access Control

Client Group

roccami2 ric2kax2

Enter the required 'Personnel' info (eg. 'Last Name' of 'Harlan'), and click on 'Search' button. Screen shown below appears.

Matching FCM:Personnel

| Organization | Full Name | Title |
|--------------|-------------|----------------|
| FHSC | Todd Harlan | CM Coordinator |

Modify FCM:Personnel 000000000000531 [Save]

Full Name:

Last Name: Phone:

First Name: LoginID:

Organization:

Department:

Title:

DMAS Roles

| | | | |
|-------------------|----------------------------------|----------------|----------------------------------|
| Originator | <input type="text" value="Yes"/> | CCB | <input type="text" value="No"/> |
| Division Director | <input type="text" value="No"/> | CM Manager | <input type="text" value="No"/> |
| CCB Chair | <input type="text" value="No"/> | IM Analyst | <input type="text" value="No"/> |
| | | CM Coordinator | <input type="text" value="Yes"/> |

FHS Roles

| | | | |
|----------|---------------------------------|-----------------|---------------------------------|
| Support | <input type="text" value="No"/> | CCB | <input type="text" value="No"/> |
| Director | <input type="text" value="No"/> | System Manager | <input type="text" value="No"/> |
| | | Team Lead | <input type="text" value="No"/> |
| | | CCB Coordinator | <input type="text" value="No"/> |

Email: ...

Group:

ISRCCounter:

Client Access Control:

Client Group:

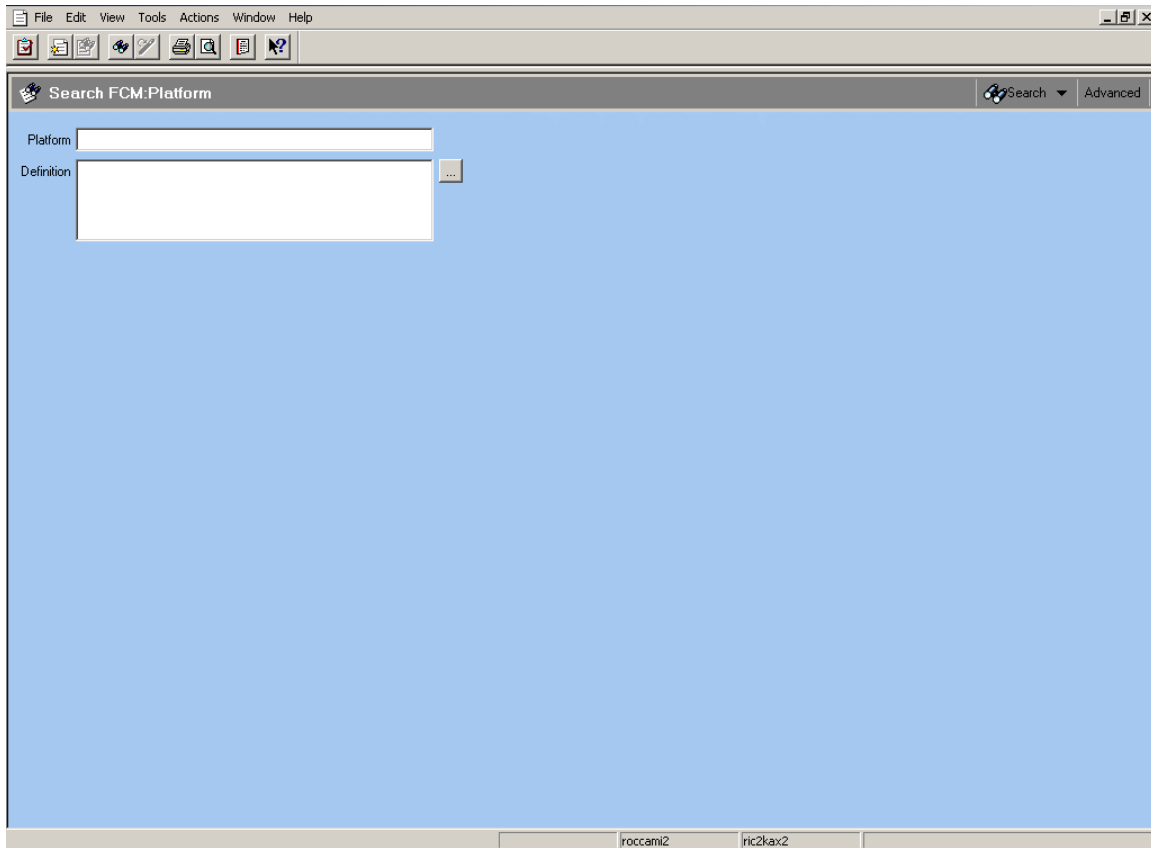
1 Selected Number 1 of 1 roccami2 ric2kax2

Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame. Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

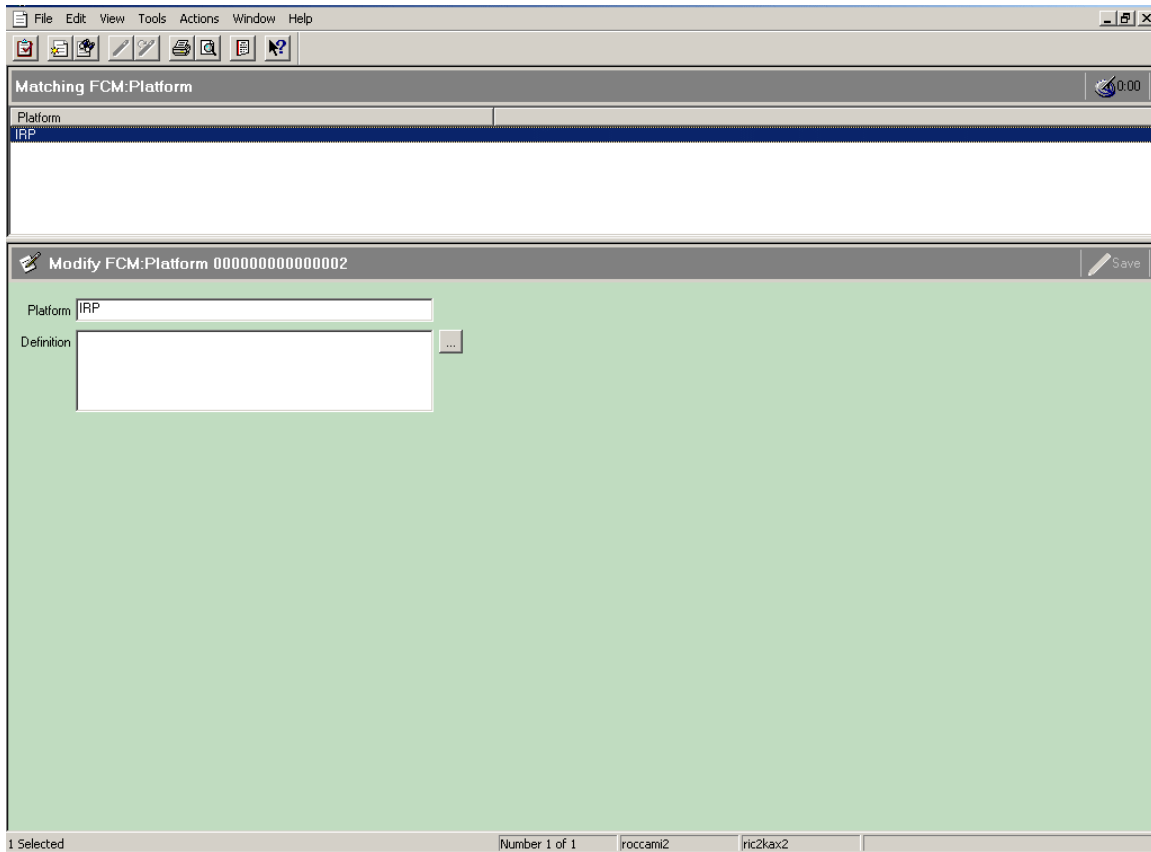
| # | Maintenance Item | Instructions/Comments |
|----|------------------|--|
| 5 | Platforms | <p>Applies to all ISR Types for 'Platform' field (located above the tabs).</p> <p>Allows adding/ modifying/ deleting the options shown in the dropdown list for 'Platform' field. Platform is a character field that can contain up to 69 characters.</p> <p>Note: Consult Remedy developer/administrator before using this facility. There is <u>major</u> system impact if 'Platform' is added, modified, or deleted.</p> |
| 5a | Definition | <p>Any letters, numbers, symbols or keywords can be accepted. Definition is a character field and can contain 250 characters.</p> |

Double click on 'Platforms' and the screen shown below is displayed.

- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'Platform' info, and 'Save' the entry.
- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.
- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen shown below appears.



Enter the required 'Platform' (eg. IRP), and click on 'Search' button. Screen shown below appears.



Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame. Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

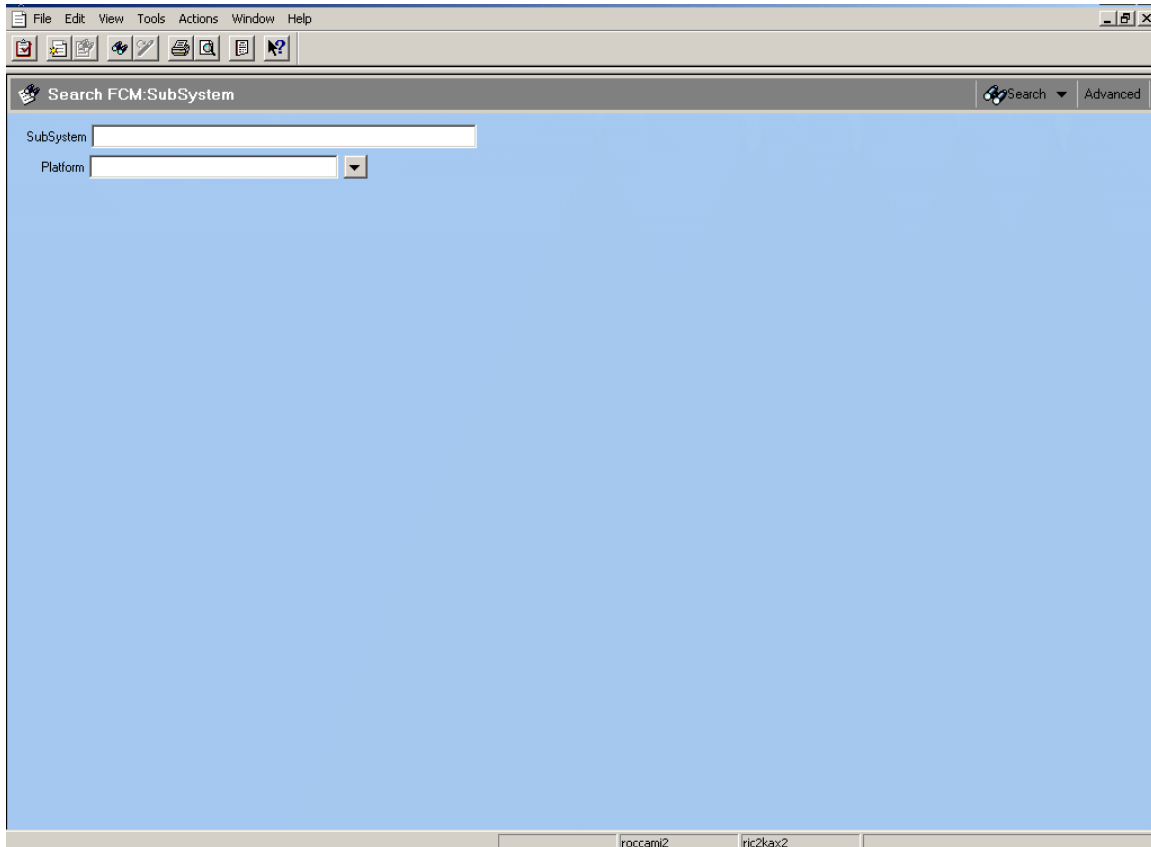
| # | Maintenance Item | Instructions/Comments |
|----|------------------|---|
| 6 | Subsystems | <p>Applies to ISR Types of 'ENH', 'EWO', 'FIX', 'INF', 'MSR', 'LMR':</p> <p>Tab Name: ISR Details Group Name: Create ISR Field Name: Subsystem</p> <p>Allows adding/modifying/deleting the options shown in the dropdown list for 'Subsystem' field. Subsystems is a character field that can contain up to 69 characters.</p> <p>Note: Consult Remedy developer/administrator before using this facility. There is currently no system impact if a 'Subsystem' is added. However, there is system impact if 'Subsystem' is modified or deleted.</p> |
| 6a | Platform | Select platform from FCM:MNU:Platform list. |

Double click on 'Subsystems' and the screen shown below is displayed.

The screenshot shows a software window titled "Modify FCM:SubSystem 00000000000001". Inside the window, there are two input fields: "SubSystem" with the text "All" and "Platform" with a dropdown menu showing "MMIS". The window has a standard menu bar (File, Edit, View, Tools, Actions, Window, Help) and a toolbar with various icons. The status bar at the bottom indicates "Ready" and shows session information "iroccami2" and "irc2kax2".

- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'Subsystem' info, and 'Save' the entry.

- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.
- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen shown below appears.



Enter the required 'Subsystem' (eg. Financial), and click on 'Search' button. Screen shown below appears.

The screenshot displays two overlapping windows from the VAMMIS software. The top window, titled 'Matching FCM:SubSystem', features a menu bar (File, Edit, View, Tools, Actions, Window, Help) and a toolbar. It contains a table with two columns: 'SubSystem' and 'Platform'. The first row is highlighted in blue and contains the values 'Financial' and 'MMIS'. The bottom window, titled 'Modify FCM:SubSystem 000000000000008', has a 'Save' button in the top right corner. It contains two input fields: 'SubSystem' with the value 'Financial' and 'Platform' with the value 'MMIS'. The bottom status bar of the application shows '1 Selected', 'Number 1 of 1', and two user names: 'roccami2' and 'ric2kax2'.

| SubSystem | Platform |
|-----------|----------|
| Financial | MMIS |

SubSystem:

Platform:

1 Selected Number 1 of 1 roccami2 ric2kax2

Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame. Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

| # | Maintenance Item | Instructions/Comments |
|----|-----------------------|---|
| 7 | Titles | Allows adding/modifying/deleting the options shown in the dropdown list for 'Title' field (refer to 'Personnel' Maintenance Item). Title is a character field and can contain up to 50 characters. Note: Consult Remedy developer/administrator before using this facility. There is currently no system impact if a 'Title' is added. However, there is system impact if 'Title' is modified or deleted. |
| 7a | Client Access Control | Select from drop-down list. The selections are Administrator, Browser, Customize, FCM-Global, FCM-VA, FCM-VA-CCM, FCM-VA-OTH, Public, Sub Administrator. Client Access Control is a character field. |
| 7b | Client Group | Type letters, numbers, symbols or keywords. Client Group is a character field and can contain up to 30 characters. |

When 'Titles' is doubled clicked, FCM:Title screen shown below is displayed.

- 'Add' Entry - Click on 'New Request' icon (second icon near top left corner), enter the new 'Title' info, and 'Save' the entry.
- 'Modify' entry - Locate the required entry, make the changes, and 'Save' the entry.

- 'Delete' entry - Click on 'New Search' icon (third icon near top left corner). Screen shown below appears.

The screenshot shows a web application window titled 'Search FCM:Titles'. The window has a standard menu bar with 'File', 'Edit', 'View', 'Tools', 'Actions', 'Window', and 'Help'. Below the menu bar is a toolbar with several icons, including a magnifying glass, a document, and a question mark. The main content area is light blue and contains a 'Title' text box, a 'Client Access Control' dropdown menu, and a 'Client Group' text box. In the top right corner of the main area, there is a 'Search' button and an 'Advanced' link. The status bar at the bottom of the window shows 'roccami2' and 'ric2kax2'.

When the required 'Title' info (eg. Originator) is entered and 'Search' button is clicked, a query is created and executed. FCM:Titles Screen shown below appears with queried information.

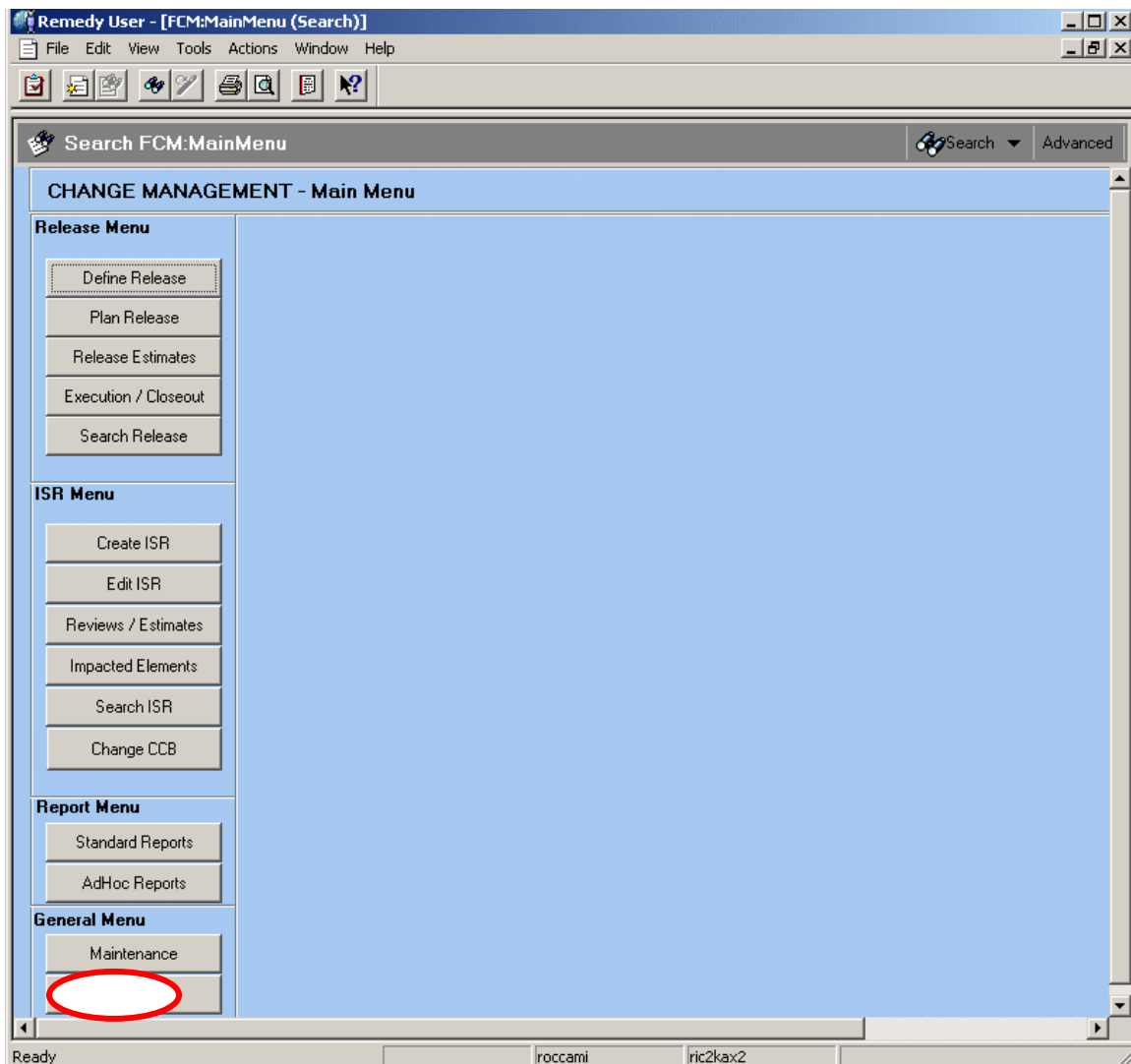
The screenshot displays the VAMMIS 'CM - DSD v. 1.5' application interface. The top window, titled 'Matching FCM:Titles', shows a list of titles with 'CCB/CM' highlighted. The bottom window, titled 'Modify FCM:Titles 0000000000000001', shows the details for the selected entry. The 'Title' field contains 'CCB/CM'. The 'Client Access Control' field is set to 'FCM-VA'. The 'Client Group' field is empty. The status bar at the bottom indicates '1 Selected', 'Number 1 of 1', 'jroccami2', and 'ric2kax2'.

| Title |
|--------|
| CCB/CM |

| | |
|-----------------------|--------|
| Title | CCB/CM |
| Client Access Control | FCM-VA |
| Client Group | |

Entry to be deleted is highlighted in the top frame and its details shown in the bottom frame (in this case, the 'Title' is the only detail). Select 'Actions' from menu at top of screen and 'Delete' from the dropdown list to delete the entry.

General Menu - 'Log Out'



- When 'Log Out' is clicked, the AR System User Screen is displayed. When the 'X' in top right corner to exit Remedy is clicked, returned to desktop.

Report Requirements:

| | | | | |
|-------|-------------------------------------|--------------------------|----------------------------------|---|
| 1.1 | Active Releases Sent to FHSC | | | Selection Criteria: Release Status = Project-Submit-Approved, Project-Decision, Project-Approved, Project-In-Progress Sort Criteria: Release # (Ascending) |
| | | Release # | Release No. | |
| | | Project Title | Release Title | |
| | | Status | Release Status | |
| | | Date to FHS | CCB/CM Approval Date | This information is to be obtained from the 'Define / Plan Release' tab of the Release form. |
| | | DMAS/FHS Analysts | DMAS Team Lead; FHS Team Lead | This information is to be obtained from the 'Release Estimates' tab of the Release form. |
| | | ISR#s Assigned | ISR Number | List all 'ISR Number' present in 'Assigned ISRs' table |
| | | ISR Title | ISR Title | List all 'ISR Title' (against appropriate ISR Number) present in 'Assigned ISRs' table |
| | | Est. IA Hours | Est. Effort (Hours) | List all 'Est. Effort (Hours)' (against appropriate ISR Number) present in 'Assigned ISRs' table This information is to be obtained from the 'Define / Plan Release' tab of the Release form. |
| | | Release Notes | Release Notes | |
| | | Total Release Est. Hours | Total Estimated Hours | This information is to be obtained from the 'Define / Plan Release' tab of the Release form. This is to be present once for each Release. |
| | | Date to FHS | CCB Approval Date | |
| | | | | |
| 1.1.1 | Active Release Detail Report by ISR | | | New Report. Selection Criteria: Release Status = Project-Submit-Approved, Project-Decision, Project-Approved, Project-In-Progress Sort Criteria: Release # (Ascending) |
| | | Release # | Release No. | |

| | | | | |
|-----|--|----------------------------|--------------------------|--|
| | | Release Title | Release Title | |
| | | Release Status | Release Status | |
| | | DMAS Team Lead | DMAS Team Lead | This information is to be obtained from the 'Release Estimates' tab of the Release form. |
| | | FHS Team Lead | FHS Team Lead | This information is to be obtained from the 'Release Estimates' tab of the Release form. |
| | | ISR # | ISR Number | |
| | | Title/Originator | ISR Title; Originator; | |
| | | ISR Comments | ISR Notes | |
| | | DMAS Analyst | DMAS Analyst | |
| | | Description | Change Description | |
| 1.2 | MMIS Active ISRs By FH Scheduled Completion Date | | | Selection Criteria: Platform = MMIS ISR Type = ENH, EWO ISR Status = Approved, In-Progress Sort Criteria: FH Scheduled Delivery Date (Ascending) ISR # (Ascending) |
| | | FH Scheduled Delivery Date | Agreed Delivery Date | Appropriate 'Agreed Delivery Date' for ISR #. |
| | | CCB Priority | CCB Priority | Appropriate 'CCB Priority' for ISR #. |
| | | ISR # | ISR Number | List all 'ISR Number' present in 'Assigned ISRs' table. |
| | | Title | ISR Title | Appropriate 'ISR Title' for ISR #. |
| | | DMAS Analyst; Contacts | DMAS Analyst; Contacts | Appropriate 'DMAS Analyst' and 'Contacts' associated with ISR #. |
| | | FH Team Lead; Resources | FHS Team Lead; Resources | Appropriate 'FHS Team Lead' and 'Resources' associated with ISR #. |
| | | | | |

| | | | | |
|-----|--|---------------------------|---------------------------|--|
| 2.1 | Active ISRs By DMAS Analyst (Also requires Summary page) Note: Summary is required by Analyst Name, ISRs column (excl. MSR/LMR), MSRs/LMRs column, Total column | | | Selection Criteria for DMAS Analyst: Platform = MMIS, IRP, OTHER ISR Type = FIX, ENH, EWO, INF, MSR, LMR ISR Status = Ready-Division Director Approved, Ready-For CCB, Approved-CCB-Pending Baseline Assignment, Approved-Assigned to Baseline/Project, Approved, In-Progress Sort Criteria: Platform (Ascending) Status (Ascending) CCB Priority (Ascending) ISR Number (Ascending) |
| | | Status | ISR Status | List ISRs by 'Platform' and 'ISR Status'. |
| | | ISR Number | ISR Number | |
| | | ISR Type | ISR Type | |
| | | CCB Priority | CCB Priority | |
| | | Title | ISR Title | |
| | | Requested Completion Date | Requested Completion Date | |
| | | Mandatory Date | CCB/CM Mandatory Date | |
| | | Total For | DMAS Analyst | Count of ISRs for Analyst |
| | | | | |
| 2.2 | Active ISRs By FHSC Analyst (Also requires Summary page) Note: Summary is required by | | | Selection Criteria for FHSC Analyst: Platform = MMIS, IRP, OTHER ISR Type = FIX, ENH, EWO, INF, MSR, LMR ISR Status = Ready-Division Director Approved, Ready-For CCB, Approved-CCB-Pending Baseline Assignment, Approved-Assigned to Baseline/Project, Approved, In-Progress |

| | | | | |
|------------|--|---------------------------|---------------------------|--|
| | Analyst Name, ISRs column (excl. MSR/LMR), MSRs/LMRs column, Total column | | | Sort Criteria: Platform (Ascending) Status (Ascending) CCB Priority (Ascending) ISR Number (Ascending) |
| | | Status | ISR Status | List ISRs by Platform and ISR Status. |
| | | ISR Number | ISR Number | |
| | | Type | ISR Type | |
| | | CCB Priority | CCB Priority | |
| | | Title | ISR Title | |
| | | Requested Completion Date | Requested Completion Date | |
| | | Mandatory Date | CCB/CM Mandatory Date | |
| | | Total For | FHSC Team Lead | Count of ISRs for Analyst |
| | | | | |
| 2.3 | Active MMIS Priority ISRs By DMAS Analyst (Also requires Summary page) | | | Selection Criteria for DMAS Analyst: Platform = MMIS ISR Type = ENH, EWO ISR Status = Approved, In-Progress Sort Criteria: ISR Type (Descending i.e. EWO followed by ENH) CCB Priority (Ascending) ISR Number (Ascending) |
| | | ISR Type | ISR Type | |
| | | CCB Priority | CCB Priority | |
| | | ISR Number | ISR Number | |
| | | Title | ISR Title | |
| | | Requested Completion | Requested Completion Date | |

| | | | | |
|-----|--|---------------------------|----------------------------------|--|
| | | Date | | |
| | | Mandatory Date | CCB/CM Mandatory Date | |
| | | Total For | | Count of ISRs for Analyst |
| | | | | |
| 2.4 | Active MMIS Priority ISRs By FHSC Analyst (Also requires Summary page) | | | Selection Criteria for FHSC Analyst: Platform = MMIS ISR Type = ENH, EWO ISR Status = Approved, In-Progress Sort Criteria: ISR Type (Descending i.e. EWO followed by ENH) CCB Priority (Ascending) ISR Number (Ascending) |
| | | ISR Type | ISR Type | |
| | | ISR Number | ISR Number | |
| | | CCB Priority | CCB Priority | |
| | | Title | ISR Title | |
| | | Requested Completion Date | Requested Completion Date | |
| | | Mandatory Date | CCB/CM Mandatory Date | |
| | | Total For | | Count of ISRs for Analyst |
| | | | | |
| 3.1 | VAMMIS Problem/Research/MSR Log | | | Selection Criteria: Platform = MMIS ISR Type = FIX, INF ISR Status = Approved, In-Progress Sort Criteria: Date Reported (Ascending) ISR # (Ascending) |
| | | ISR #/ Change Type / | ISR Number; ISR Type; ISR Status | Make the top left corner always say ACTIVE with Status being reflected in first column. |

| | | | | |
|-----|--------------------------------------|-----------------------------------|--|---|
| | | Status | | |
| | | Date Reported | Open Date | |
| | | Title / Description | ISR Title; Change Description | |
| | | DMAS/Requestor | Originator; Contacts | |
| | | First Health Team Lead; Resources | DMAS Analyst; FHS Team Lead; Resources | |
| | | Date Sent to FH | CCB/CM Date Sent to FHS | |
| | | Action | ISR Notes | |
| | | DMAS Requested Date | Requested Completion Date | |
| | | First Health Scheduled Date | Agreed Delivery Date | |
| | | | | |
| 3.2 | IRP & Other Problem/Research/MSR Log | | | Selection Criteria: Platform = IRP, Other ISR Type = FIX, INF, ENH (effort =< 4hrs) ISR Status = Approved, In-Progress Sort Criteria: Date Reported (Ascending) ISR # (Ascending) |
| | | ISR #/ ISR Type / Status | ISR Number; ISR Type; ISR Status | Make the top left corner always say ACTIVE with Status being reflected in first column. |
| | | Date Reported | Open Date | |
| | | Title / Description | ISR Title; Change Description | |
| | | DMAS Analyst | Originator; Contacts | |
| | | DMAS Analysts / | DMAS Analyst; FHS Team Lead; | |

| | | | | |
|-----|----------------|--|--|--|
| | | First Health Resources | Resources | |
| | | Date Sent to FHSC | CCB/CM Date Sent for Action | |
| | | Action | ISR Notes | |
| | | DMAS Requested Date | Requested Completion Date | |
| | | First Health Scheduled Date | Agreed Delivery Date | |
| | | | | |
| 3.3 | Active MSR Log | | | Selection Criteria: Platform = MMIS ISR Type = MSR ISR Status = Approved, In-Progress Sort Criteria: Date Reported (Ascending) ISR # (Ascending) |
| | | ISR #/Request Status | ISR Number Status | |
| | | Date Reported | Open Date | |
| | | Title / Description | ISR Title; Change Description | |
| | | Requestor | Originator; Contacts | |
| | | Claims Status | Claim Status | |
| | | DMAS Analysts / First Health Resources | DMAS Analyst; FHS Team Lead; Resources | |
| | | Date Sent to FHSC | CCB/CM Date Sent to FHS | |
| | | Action | ISR Notes | |
| | | DMAS Requested Date | Requested Completion Date | |

| | | | | |
|-------|---|-----------------------------|-------------------------------|--|
| | | First Health Scheduled Date | Agreed Delivery Date | |
| | | | | |
| 3.3.1 | Active MSRs for DMAS Action As Of | | | New Report (same format as 3.3). Selection Criteria: Platform = MMIS ISR Type = MSR ISR Status = Approved, In-Progress FHSC/DMAS Update = DMAS Sort Criteria: Date Reported (Ascending) ISR # (Ascending) |
| | | | | |
| 3.3.2 | Active MSRs for FHSC Action As Of | | | New Report (same format as 3.3). Selection Criteria: Platform = MMIS ISR Type = MSR ISR Status = Approved, In-Progress FHSC/DMAS Update = FHSC Sort Criteria: Date Reported (Ascending) ISR # (Ascending) |
| | | | | |
| 3.4 | Active Ad Hoc Request Log | | | Selection Criteria: Platform = IRP ISR Type = ADH ISR Status = Approved, In-Progress Sort Criteria: Date Reported (Ascending) ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | Date Reported | Open Date | |
| | | Title / Description | ISR Title; Change Description | |

| | | | | |
|-----|--|---|---|---|
| | | DMAS Analyst/Originator; user Contacts | DMAS Analyst Originator; Contacts | |
| | | First Health Team Lead Resources | FHS Team Lead; Resources | |
| | | Date Sent to FHSC | CCB/CM Date Sent to FHS | |
| | | Action | ISR Notes | |
| | | DMAS Requested Date | Requested Completion Date | |
| | | First Health Scheduled Date | Agreed Delivery Date | |
| | | | | |
| 4.1 | VAMMIS Work To Be Done Active Emergency Work Orders | | | Selection Criteria: Platform = MMIS ISR Type = EWO ISR Status = Approved, In-Progress Sort Criteria: Priority (Ascending) ISR # (Ascending) |
| | | ISR #/ Change Type / Status / Project | ISR Number; ISR Type; ISR Status; User Project | Make the top left corner always say ACTIVE with Status being reflected in first column. |
| | | Priority | CCB Priority | |
| | | Title | ISR Title | |
| | | Description / Impact if Disapproved | Change Description; Impact if Disapproved | |
| | | DMAS Analyst / Originator / User | DMAS Analyst; Originator; Contacts | |

| | | | | |
|-----|-----------------------------|---------------------------------------|---|--|
| | | Contacts | | |
| | | First Health Team Lead / Resources | FHS Team Lead; Resources | |
| | | Comments | ISR Notes | |
| | | DMAS Approved Date / IA Approved Date | CCB/CM Approval Date; Date Approved by DMAS (Impact Assessment related field) | |
| | | Date to First Health | CCB/CM Date Sent to FHS | |
| | | DMAS Requested Date | Requested Completion Date | |
| | | Mandatory Date | Agreed Delivery Date | |
| | | FHSC Scheduled Date | CCB/CM Mandatory Date | |
| | | Agreed Hours | Agreed Hours | |
| | | | | |
| | | | | |
| 4.2 | IRP & Other Work To Be Done | | | Selection Criteria: Platform = IRP. Other ISR Type = EWO, ENH (effort > 4hrs) ISR Status = Approved, In-Progress Sort Criteria: Priority (Ascending) ISR # (Ascending) |
| | | ISR #/ Change Type / Status Project | ISR Number; ISR Type; ISR Status | Make the top left corner always say ACTIVE with Status being reflected in first column. |
| | | Priority | CCB Priority | |

| | | | | |
|-----|--------------------------------|--|---|--|
| | | Project | User Project | |
| | | Title | ISR Title | |
| | | Change Description / Impact if Disapproved | Change Description; Impact if Disapproved | |
| | | DMAS Analyst / Originator / User Contacts | DMAS Analyst; Originator; Contacts | |
| | | First Health Team Lead / Resources | FHS Team Lead; Resources | |
| | | Comments | ISR Notes | |
| | | DMAS Approved Date / IA Approved Date | CCB/CM Approval Date; Date Approved by DMAS (Impact Assessment related field) | |
| | | Date to First Health | CCB/CM Date Sent to FHS | |
| | | Mandatory Date | Requested Completion Date | |
| | | FH Scheduled Date | Agreed Delivery Date | |
| | | DMAS Requested Date | CCB/CM Mandatory Date | |
| | | Agreed Hours | Agreed Hours | |
| | | | | |
| 4.3 | VAMMIS Completed ISRs and MSRs | | | New Report. Selection Criteria: Platform = MMIS ISR Type = ENH, EWO, INF, |

| | | | | |
|-----|--|---------------------|--|---|
| | | | | LMR, MSR Close Date or Actual Delivery Date has date entered >= 06/16/2003 ISR Status NOT = Closed-Cancelled Sort Criteria: ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | ISR Type | ISR Type | |
| | | Title / Description | ISR Title; Change Description | |
| | | Requestor | Originator | |
| | | Date Completed | Close Date (for INF, LMR, MSR) or Actual Delivery Date (for ENH, EWO) | |
| | | | | |
| | | | | |
| 5.1 | | | | Selection Criteria: CCB Priority = E1A Sort Criteria: ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | Title / Description | ISR Title; Change Description | |
| | | ISR Notes | ISR Notes | Change from 'New MMIS Comments' to 'ISR Notes'. |
| | | Users | Originator; DMAS Analyst Contacts | |
| | | | | |
| 5.2 | | | | Selection Criteria: CCB Priority = E1B Sort Criteria: ISR # (Ascending) |

| | | | | |
|-----|--|------------------------|---|---|
| | | ISR # | ISR Number | |
| | | Title / Description | ISR Title; Change Description | |
| | | ISR Notes | ISR Notes | Change from 'New MMIS Comments' to 'ISR Notes'. |
| | | Users | Originator; DMAS Analyst Contacts | |
| | | | | |
| 5.3 | | | | Selection Criteria: CCB Priority = E2 Sort Criteria: ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | Title / Description | ISR Title; Change Description | |
| | | ISR Notes | ISR Notes | Change from 'New MMIS Comments' to 'ISR Notes'. |
| | | Users | Originator; DMAS Analyst Contacts | |
| | | | | |
| 5.4 | | | | Selection Criteria: CCB Priority = E3 Sort Criteria: ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | Title / Description | ISR Title; Change Description | |
| | | ISR Notes | ISR Notes | Change from 'New MMIS Comments' to 'ISR Notes'. |
| | | Users | Originator; DMAS Analyst Contacts | |
| | | | | |
| 5.5 | List D ISRs - Required Post Implementati on | | | Selection Criteria: CCB Priority = Beginning with 'D' (i.e. D1-D20) Sort Criteria: Priority (Ascending) |

| | | | | ISR # (Ascending) |
|-----|---|---------------------|-----------------------------------|--|
| | | Priority | CCB Priority | |
| | | ISR # | ISR Number | |
| | | Title / Description | ISR Title; Change Description | |
| | | ISR Notes | ISR Notes | Change from 'New MMIS Comments' to 'ISR Notes'. |
| | | Orig/Users | Originator; DMAS Analyst Contacts | |
| | | | | |
| 6.1 | | | | Report not required. List of approved ISRs sent by DMAS that have no response from First Health. |
| | | | | |
| 6.2 | Overdue ISRs - Awaiting IM Analyst response after Division Director Approval | | | New report - low priority. Selection Criteria: ISR Status = Ready-Division Director Approved Request OK? = Blank Sort Criteria: ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | ISR Title | ISR Title | |
| | | DMAS Analyst | DMAS Analyst | |
| | | Approved Date | Division Director Date | |
| | | No. of Days Elapsed | | Number of business days elapsed between current date and 'Approved Date'. |
| | | | | |
| 6.3 | Overdue ISRs - Awaiting Impact Assessment from First Health | | | New report - low priority. Selection Criteria: ISR Status = Ready-Division Director Approved Date Sent to FHS ('Impact Assessment' related field) has |

| | | | | |
|-----|---------------------------------------|---------------------|--|---|
| | | | | date entered Date Received from FHS ('Impact Assessment' related field) = Blank Sort Criteria: ISR # (Ascending) |
| | | ISR # | ISR Number | |
| | | ISR Title | ISR Title | |
| | | DMAS Analyst | DMAS Analyst | |
| | | Date Sent to FHS | Date Sent to FHS (Impact Assessment related field) | |
| | | No. of Days Elapsed | | Number of business days elapsed between current date and 'Date Sent to FHS'. |
| | | | | |
| 6.4 | | | | Requirements to be investigated by Susan Spivey. |
| | | | | |
| 6.5 | | | | Requirements to be investigated by Susan Spivey. |
| | | | | |
| 6.6 | | | | Requirements to be investigated by Susan Spivey. |
| | | | | |
| 7.1 | Outstanding Overpayment s ISRs | | | Selection Criteria: Payment Type = Overpayment Date Resolved = Null Sort Criteria: ISR # (Ascending) |
| | | ISR# | ISR Number | |
| | | Title | ISR Title | |
| | | Originator | Originator | |
| | | Date Identified | Date Identified | |

| | | | | |
|-----|--|----------------------|----------------------------|--|
| | | No. of Days aged | | Number of business days elapsed between current date and 'Date Sent to FHSC'. |
| | | | | |
| 7.2 | Outstanding Underpayments ISRs | | | Selection Criteria: Payment Type = Underpayment Date Resolved = Null Sort Criteria: ISR # (Ascending) |
| | | ISR# | ISR Number | |
| | | Title | ISR Title | |
| | | Originator | Originator | |
| | | Date Identified | Date Identified | |
| | | No. of Days aged | | Number of business days elapsed between current date and 'Date Sent to FHSC'. |
| | | | | |
| 7.3 | Resolved Over/Under Payments ISRs | | | Selection Criteria: Payment Type = Overpayment or Underpayment Date Resolved = True Sort Criteria: ISR # (Ascending) |
| | | ISR# | ISR No. | |
| | | Title | ISR Title | |
| | | Originator | Originator | |
| | | DMAS Analyst | DMAS Analyst | |
| | | Over/Under Indicator | Overpayment / Underpayment | |
| | | Date Identified | Date Sent to FHSC | Date Sent to FHSC. |
| | | No. of Days aged | | Number of business days elapsed between current date and 'Date Sent to FHSC'. |
| | | Date Resolved | Date Resolved | Date Overpayment / Underpayment resolved. |

